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CITY AND COUNTY OF SAN FRANCISCO

Budget Estimates Fiscal Year 1962-1963

PART I

Schedules of explanations for proposed increases or decreases as compared with Fiscal Year 1961-1962

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FORM 4250

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission. ADULT PROBATION — Index Number 111 — Sheet Number 1

A. Due to increments.

B. New classification to handle filing, outgoing mail and miscellaneous office work. We are now paying about $500 a month for this work and more important things remain undone.

C. Additional stenographic help is needed to relieve the probation officers from spending so much time typing their reports. We are now spending $660 a month for this work and the officers cannot spend full time handling their cases which results in less collections and inadequate supervision of probationers.

D. For several years the Cashier's office has been seriously overworked with the ever-increasing amount of money transactions handled. It is difficult to keep up-to-date with the handling of this money which now amounts to over $1,000,000 a year. As of January 1, 1962 a new system for handling the Municipal Court Fines was instituted. This alone will require the services of one person if an adequate job is to be done.

E. New positions due to increase in cases and to handle the present caseload more effectively.

F. Amount previously appropriated insufficient because of increase in salary rates and the Nalline Program.
B2 - $167, B408 - $142, B454 - $26, T56 - $1665 TOTAL $2000.

G. Appropriation for previous years not sufficient to cover extra clerical and stenographic help during vacations.

H. Automobiles are getting older and require more repairs.

J. Most office equipment very old and require more attention.

K. More form letters, etc., necessary with more business.

L. Will need four additional phones for four new probation officers. Installation for 4 - $16. Monthly recurring charge for 4 - $23.60. TOTAL - $299.20.

M. More postage required for increased business.

N. Besides the Recorder at $60 we want to subscribe to Advance California Reports at $54. Total $104.

O. Will probably need one more tire than last year.

P. More trips to County Jail contemplated.

Q. When moved to the New Hall of Justice we found we need a great deal of office supplies and small equipment. Also to cover increased paper supplies for increased business.

R. More business - more stationery. Also to replace stationery with old address.

S. Replace 2 worthless typewriters with electric ones. L.C.Smith 948029B 1933 No Trade-In value No inventory #
Underwood 4710080-11 1937 " " " " " " " # Amt. request $833

T. Replace 4 well-worn dictating and transcribing machines Estimated Cost of four replacements $1491
To be traded in - Serial #'s 198540, 440119, 200513, 199045 All purchased 1955 No Inv.#'s @ $40 160
AMOUNT REQUESTED $1331

U. Replacing 1955 Ford Sedan, serial A5RG109759, mileage 38500, Shop # 111-101 Used by ROGeorge No Trade-In Allow.
A5RG109757, " 58000, " 111-102 HLeebhuff " " " "

Estimated cost of Class "A" Replacement
with heaters @ $2160 $4320

V. Furniture and Equipment for new employments.

A. We have only one old adding machine. We need another preferably one that figures percentages.

Equipment Details by Years

Fiscal Year	O.E.	Description	Budget Allow.	Actual Expenditures	Probable Expenditures
1960-61	402	Office Equipment		463.00	
1961-62	412	Electric Typewriter	420.00		420.00
	412	Metal Book Units	70.00		70.00
	456	Automobile	2850.00		2850.00

B. For Chief Probation Officer to attend California Probation and Parole Officers' Association. Probably in May, 1963. $80.00

Ordinance #4942, Section 1 Place - Unknown

A Vacation relief for 3 weeks.

B Contractual Service - maintenance and repair of typewriters and adding machine. Also for Air Conditioner (window type - estimated at $393. 8300 BTU.

C Municipal Band - To provide a wider scope of musical activities of the band and orchestra by giving additional concerts for philanthropic groups, such as San Francisco Hospital; Laguna Honda Home; Youth Guidance Center; Lighthouse for the Blind, and Senior Citizen Centers.

D Municipal Symphony Concerts - Equal to the mandatory 1/2¢ of the tax rate provided by the Charter Amendment, plus revenue, and to meet the increased scale of the Musicians' Union, and the increased costs of production expenses and still retain the popular prices of 30¢ to $2.35.

E Municipal Chorus - Comparative Earning Study of Director of Municipal Chorus:

I. 1926 - Director's salary at time of initial appointment.
   a. $5000. plus chorus expense of music and accompanist.

II. Director's salary (Depression reduction of salary) 1932.
   a. $4000. plus chorus expense of music and accompanist.

III. 1950 - Director's salary including chorus expense of music and accompanist.
   a. $6000. gross salary.
      1. Estimated accompanist expense - $700.
      2. Estimated music expense - 300.
   b. Net Director's salary - $5000.

IV. 1961 - Director's salary including chorus expense of music and accompanist
   a. $6250. gross salary.
      1. Accompanist expense - $1400.
      2. Music, advertising and incidental soloist expense - $500.
   b. Net Director's salary - $4350.

F Furthering Visual Arts - The 1962 Art Festival budget reflects an increase due tothe following factors:

1. The Art Festival budget has not had an increase for over 10 years despite ever increasing costs.
2. The City inspectors have stated that they will not approve our lighting again since our material is now in a dangerous condition.
3. The Stands which were purchased 8 years ago were only designed to last 2 to 3 years. We have lost 1/3 of them due to breakage and the remainder are in very bad condition. This item will replace 1/3 of them with a more durable design.
4. The Art Commission desires that the Art Festival once more reintroduce the Performing Arts which were dropped due to lack of budget. Funds are required for staging, sound system, theatrical lighting, etc., An adequate budget will enable the Festival to present an event worthy of being considered as that event which His Honor the Mayor is so eager to create, The tradition, knowledge and following is at hand.

G To purchase additional and better works of art for buildings - all purchased in past festivals have been placed and many departments are on the waiting list.

H Civic Design Committee. There are two architects and one landscape architect on this committee. the amount asked is for out of pocket expenses, messenger services, reports, etc.,

FORM 4260

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission ART COMMISSION — Index Number 113 — Sheet Number C-1

A - Improvements - Enhancement of Civic Center Plaza. This sum is requested for an internati nal competition for and to enhance the Civic Center Plaza. For breakdown of proposed budget please refer to report of Adviser, Donald a. Olsen - copy of which has been presented to the Honorable Finance Committee, as well as to His Honor, Mayor Christopher and the Controller.

B - Enrichment of Public Structures - to provide for enrichment by painting, sculpture and landscaping for projects for the coming Fiscal year, as outlined in the sketch of Capital Improvements reviewed by the City Planning Commission January 2, 1962, as follows:

Fire Department, Engine Co #23, Olympia Way and Clarendon Avenue.
Police Department, Central Station, 770 Vallejo Street.
San Francisco General Hospital, new morgue and pathology building.
San Francisco International Airport, South Terminal and Piers
Branch Library, Eureka Valley.
Lowell High School, Meadowbrook and Eucalyptus Drives.
Southeast Senior High School, Hamilton and Olmstead Streets.
Golden Gate Elementary School, Turk and Pierce Streets.
Portsmouth Square Garage.
Housing Authority, Hayes Valley Apartments.

Reference Index

A. Normal changes due to Salary Standardization.

B B106, Cashier, Assessor's Office. The Board of Supervisors on May 15, 1953 eliminated this position. It is urgently requested that a B106 Cashier be restored to the staff of this office.

B B210, Office Assistant (1). The Assessor's Office is in need of an Office Assistent to maintain detailed records of stock room inventory, to run errands, to pick up and distribute the mail, to operate mailing machine and to assist Photographers with filing negatives, maintaining files, list buildings not photographed, and other related office duties.

C B309, Key Punch Operator IBM (3). This additional personnel is necessary for the proposed printing of veterans' affidavits on IBM equipment.

D B310, Tabulating Machine Operator (1). This additional position is necessary for the processing of real estate tax collections on IBM equipment.

E B330, Photographer (2). The Board of Supervisors sitting as a County Board of Equalization requires photographs of structures involved in protested assessments. The building records of the Assessor's Office are incomplete without a photograph of each building in San Francisco. To execute the photography progrem of this office, two additional B330, Photographers, are required.

F B408, General Clerk-Steno. (3). These are required for services as follows:
1 - Land Division, to replace a temporary employee.
2 - Public Service and Information Division to replace one Real Estate Appraiser and one Supervising Real Estate Appraiser (both retired)

G B412, Senior Clerk Stenographer (1). Needed for supervision of Clerk-Typists and Clerk-Stenographers.

H B512, General Clerk-Typist (1). The Civil Service Commission at its meeting June 18, 1959 adopted a resolution declaring that this position was found to be permanent and directed that the position be filled by permanent appointment.

I G3, Real Property Appraisers (16). 16 Real Property Appraisers are needed in this office and that need is endorsed by the Mayor's 1950 Survey and Report of the Assessor's Office, plus the recommendations of the Grand Jury (Assessor's Committee) and a survey of this office conducted by the State Board of Equalization of this new classification. 6 persons would be assigned to the Land Division and 10 to the Building Division. This additional personnel is required for aiding in current work and to permit the Division to undertake a continuing reappraisal program of Real Property in the City.

Reference Index

J G4, Supervising Land Appraiser (1). One Supervising Land Appraiser required to correlate, assign and direct the work of the six Real Property Appraisers requested for the Land Division.

K G10, Supervising Building Appraisers (2). Two additional Supervising Building Appraisers are needed to correlate, assign and direct the work of the foregoing building appraisers.

L G10.1, Supervisor of Possessory Interest (1). The investigation and processing of possessory interest assessments on real property has been handled by a Real Property Appraiser. This phase of our assessment work has increased greatly in the last few years where currently the number of assessments approximate 300. The assessments are established on the basis of a complicated formula and we believe that the specialized nature of the work should be performed by a supervisor. The duties of the proposed position have been surveyed by the Civil Service Commission preliminary to establishing the position on a permanent basis.

M G15, Personal Property Auditors (10). This additional personnel is required for a continuing audit program that can yield the maximum benefit to the City and County of San Francisco.

N G16, Supervising Property Auditors (2). Two additional Supervising Property Auditors are needed to correlate, assign and direct the work of the foregoing Property Auditors.

O K6, Senior Attorney, Civil (1). An attorney to properly advise the Assessor in the legal aspects of various matters arising in his office, to be continuously available for consultation, is essential to this office.

P Appro. 111, ALLOWANCE FOR OVERTIME. This amount is based on the experience of the past several years.

Q Appro. 120, TEMPORARY SALARIES. This amount is for temporary personnel needed to produce the Assessment Roll; to deliver Personal Property demands; to assist in various phases of processing returns.

Reference Index

A Account 201 LOCAL FARES. This amount is required for the field activity of this office for personnel not using automobiles.

B Account 202 FREIGHT CHARGES. Estimated amount required for delivery and return of modern rented IBM equipment.

C Account 206 TRAVEL EXPENSE. Routine travel Ordinance 3-60, File 854-59, for meetings of the Tax Advisory Committee of the County Supervisors Association, Legislative and Executive Committee of the Association of County Assessors, California State Legislature or its committees, the State Board of Equalization and the Bay Area Conference of Assessors, Tax Collectors, Data Processors, Veterans Exemption, Welfare Exemptions Meetings, etc. $3430

Official Travel	Number To Attend	Purpose	Ordinance	Date	Place	Est. Cost
Out-of-City Audits	5	Out-of-City & State Audits (Eastern)	File 6210 - Ord. 6244	Sept-62	U.S.A.	$6250
International Assn of Assessing Officers	2	National Assessors Convention	Resolution 350-59	Oct 21-24, '62	Detroit, Mich.	1000
County Assessors Convention	8	Conference with State Board of Equalization	File 854-59-Ord 3-60	Sept 30-Oct 4, 1962	Fresno, Calif.	1320

D Account 216 MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT (PUR.) Amount needed for normal repairs. 2 city owned autos are requiring more repairs.

E Account 218 MAINTENANCE AND REPAIR OF OFFICE EQUIPMENT. Estimated amount of services and repair of office equipment. (A non-recurring expense for major repair last year of $1670 has been deleted).

F Account 224 SERVICE OF REPRODUCTION BUREAU. Additional amount is for estimated additional offset printing.

G Account 232 and 232.001 TELEPHONE AND TELEGRAPH. Additional Recurring Charges:

Location	Monthly Charge	Period of Service	Computation	Total	
Room 101, City Hall	5.50 each	7/1/62 thru 6/30/62	5.50 x 12	$66.00	
Room 101, City Hall	5.50 each	2/1/62 thru 5/31/62	11.00 x 4	44.00	110.00

Non-Recurring Charges

Installation 3 phones @ 10.00 each	30.00	
Relocating phones, extension cords, etc.	30.00	60.00

H Account 233 POSTAGE. Increase in the volume of mail transactions, veterans inquiries, welfare organization filings, and an increase in office mail generally is covered by this estimate. Also included in this amount is the cost of a general mailing to taxpayers notifying them of legislative changes affecting filing of their declarations, plus notifications to taxpayers concerned of changes in the assessed valuations of their property. This also covers the amount needed for a general mailing of an information pamphlet to the taxpaying public of San Francisco.

I Account 234 BOOKBINDING AND BLUEPRINTING. This is the estimated amount needed for bookbinding, blueprinting and of rebinding all worn-out sales books and file map volumes. The non-repetitive cost of rebinding sales books is estimated at $500.00.

J Account 235 SUBSCRIPTIONS TO PERIODICALS. This is the amount required for subscriptions to professional publications needed to keep our records up to date and to keep our technical staff advised of modern practices in the appraisal field.

Reference Index

A Account 241 RENTAL OF OFFICE MACHINES AND EQUIPMENT. This amount represents the monthly rent of IBM equipment used to prepare the Assessment Roll, and to print the real estate tax bills. Also included is the rental of additional IBM equipment for the processing of veterans affidavits, and the collection of taxes; the rental of a postage meter, and three typewriters needed during the personal property filing season.

B Account 269 PROFESSIONAL AND SPECIAL SERVICES. The Board of Supervisors, sitting as a County Board of Equalization, requires photographs of buildings involved in a protested assessment. To complete building records of the Assessor, a photograph of each structure in San Francisco is required. The cost of this project is estimated at $30,000. Request is herein made for an amount sufficient to have one-half of the project completed in the 1962-63 fiscal year, and request will be made to complete the other half in the 1963-64 fiscal year. Also included is the estimated amount of $6,500 to microfilm old but needed audit records ...

C Account 298 OTHER CONTRACTUAL SERVICES. This figure covers the cost of Sanborn Map corrections for the Building and Land Divisions. Also included is an item of $1,250 to cover tuition of Appraisers advancing their technical education by attending seminars and lectures on Modern Appraisal practice.

D Account 203 ALLOWANCE FOR USE OF EMPLOYEES' CARS. This amount is estimated to be needed to pay employees for the use of their cars, based on the formula of 10¢ for the first 800 miles. This also includes parking meter fees.

E Account 301 TIRES AND TUBES. This amount necessary for normal wear and tear of tires and tubes on city-owned automobiles.

F Account 321 GAS, OIL AND LUBRICATION, etc. This is the estimate of our gas, oil and lubrication requirements for the fiscal year.

G Account 370 CITY DIRECTORY. This is the amount needed for purchase of 4 City Directories @ $85 each, plus Sales Tax.

H Account 371 STATIONERY AND OFFICE SUPPLIES. This amount represents the cost of stationery and supplies needed for the fiscal year. Included is stationery to inform taxpayers of legislative changes in assessment practices.

I Account 375 STATIONERY AND WITHDRAWAL STORES. This is the estimated amount needed for stationery and supplies ordered from the Purchasing Department's warehouse.

FORM 6250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962 - 1963

Department, Board or Commission ASSESSOR

Replacements (Cont'd) Index Number 115 Sheet Number 4

EQUIPMENT IN BUDGET 1962-63
REPLACEMENTS

A ACCOUNT 402 - DESKS (3)
Line 2 Ref.

	COST	
Real Estate Records Division		
(1) Desk, 30" x 55", Steel, Fortress, Gray (Replace old wooden desk 03-881)	$ 150.00	
Marine Divieion		
(2) Desks, Typewriter, Lefthand Pedestal, Green 31" x 54" (Shaw Walker or A.S.E.) Replace old wooden desk (03-917 & 03-918)	300.00	$ 450.00

B ACCOUNT 402 - CHAIRS (11)
Line 3 Ref.

Tabulating Division		
(3) Posture Chairs, Green, Wright Line, #6204-11 Replace wooden chairs (03-200,481,740	180.00	
Real Estate Records		
(1) Posture Chair, Green, Metal, Royal Mfg.Co. Replace wooden chair (03-205)	50.00	
Warehouse & Probate		
(1) Side Chair, Metal, Olive Green Leather To replace old wooden chair (03-201)	50.00	
Personal Property Division		
(3) Side Chairs, Metal, Green Leather To replace wooden chairs (03-045-546-338)	125.00	
(3) Chairs, Swivel, with arms, metal, Green Leather To replace wooden chairs (03-050,243,744)	240.00	$ 645.00

C ACCOUNT 402 - FILE CABINETS (3)
Line 4 Ref.

Tabulating Division		
(2) IBM File Card Cabinets, #5422 E73L with 22 Sliding Trays, Green with lock To replace File (03-209, 03-211)	882.00	
Land Division		
(1) 5 Dr. File Cabinet, Letter Size, Rem. Rand #25015.4 with lock. To replace wooden file cabinet (Not legible)	175.00	

D ACCOUNT 412 - TYPEWRITERS (5)
Line 5 Ref.

	COST	
Administrative Division		
(1) Typewriter, Royal, 21" Carriage Manual, Pica Type, Replace L.C. Smith Typewriter (03-642)	$275.00.	
(1) Typewriter, IBM Selectric Ball Type Standard-Type to be selected, Replace L. C. Smith 03-403	500.00	
Veterans's Division		
(2) Typewritors, Olympia, Standard Elite Type, to replace Remington 03-644; Royal 03-258	400.00	
Personal Property Division		
(1) Typewriter, Royal Standard Elite To replace Royal 03-363	200.00	$1,375.00

E ACCOUNT 412 - CALCULATORS (2)
Line 6 Ref.

Land Division		
(2) Calculators, Marchant 8 Bank 8 ADX To replace 2 Monroe's 03-675, 03-291	1,500.00	1,500.00

NEW EQUIPMENT

F ACCOUNT 402 - FILING CABINETS(4)
Line 7 Ref.

Administrative Division		
(1) 2 Dr. Legal File Cabinet, Green with lock	150.00	
Real Estate Records		
(2) 5 Dr. File Cabinets, Remington Rand, Grey, with lock	360.00	
Service and Information		
(1) 2 Dr. File Cabinet, Legal, Green with lock	150.00	660.00

G ACCOUNT 412 - ADDING MACHINE (1)
Line 8 Ref.

Tabulating Division		
(1) Adding Machine, Monroe 10 Key, Model 111V11, 11 Digit Add, 12 Digit Total	355.00	355.00

FORM 6250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962 - 1963

Department, Board or Commission: ASSESSOR — Index Number 115 — Sheet Number 5

EQUIPMENT IN BUDGET 1962-63

NEW EQUIPMENT (Cont'd)

		COST	
A	ACCOUNT 412 - CALCULATOR Line 9 Ref.		
	Personal Property Division (1) Marchant Calculator, 10 Bank	$ 800.00	$ 800.00
B	ACCOUNT 416 - PHOTOGRAPHIC EQUIPMENT Line 10 Ref.		
	Administrative Division (1) Reproducing or Photostat Machine	500.00	
	Building Division (1) Fotorite Processor with Enlarging Exposure Meter, Autofocus Enlarger and Enlarging Lens Model RPP14 (A new process of making photographic prints from negatives, very much faster than standard method at a small investment. Can double or possibly triple number of prints produced in one day. Strongly recommended.)	700.00	
	Land Division (1) Camera - Polaroid, Model 900 Kit (To record at the time, on the spot existing field conditions. No development time. Satisfactory results	225.00	
		$ 1,425.00	$1,425.00
C	ACCOUNT 446 - COMMUNICATION EQUIPMENT Line 11 Ref.		
	Administrative Division (1) 10-Station Communication System	6,000.00	6,000.00
D	ACCOUNT 456 - AUTOMOBILES (2) Line 12 Ref.		
	Land Division (1) Automobile, Class A, 4 Dr. Sedan For use of the Chief in inspecting and deciding on areas for review and revaluations; handling of emergency field investigations; for the use of the Chief and 3 Supervisors for field surveys; for special field work by the entire appraisal staff as needed; for the purpose of working closely with the San Mateo County Assessor's Office on problems created by our common county line; for trips to the Assessor's Office, Redwood City, and to allow greater flexibility in assignments	2,100.00	
	Personal Property Division (1) Automobile, Class A, Lark, 4 Dr. Sedan or equivalent. (For departmental use by Chief and 3 Supervisors for Field Audits, Re-audits, field investigations, field surveys and 6 auditors for out-of-town audits and out-of-district audits	$ 2,100.00	$ 4,200.00
E	ACCOUNT 412 - IBM PANELS (9) Line 13 Ref.		
	Tabulating Division (6) IBM Control Panels, Type 188, with fixed covers	180.00	
	(3) IBM Control Panels, Type 407	190.00	370.00
F	ACCOUNT 402 - MISCELLANEOUS Line 14 Ref.		
	Real Estate Records Division (1) Tapewriter - Dynamite	42.00	42.00
	TOTAL		$ 18,879.00
G	ACCOUNT 854 - MEMBERSHIP DUES Line 21 Ref.		
	Membership dues in the International Association of Assessing Officers, yearly renewal		

FORM CSD

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission CITY ATTORNEY — Index Number 117 — Sheet Number 1

OE 110 PERMANENT SALARY ADJUSTMENTS & INCREMENTS

A B158 PROCESS SERVER (PT)

AMOUNT OF $1040 SHOULD BE BUDGETED AS FOLLOWS:
SALARY RANGE 333/405 — PERMANENT EMPLOYEE AT
4TH STEP OF $385.00 — WORKS 9 HRS OF A 40 HR WEEK
$86.62 x 12 $1040.00 — - 115.00

B B160 LAW CLERK

$7920.00 BUDGETED
NEW EMPLOYEE PAID 628/6-660/6 $7782.00 - 192.00

G B410 LEGAL STENOGRAPHER

$61908 BUDGETED
1 STENOGRAPHER NOT AT MAXIMUM
385/6-405/6 $4578 - 1050.00

D B410 LEGAL STENOGRAPHER (NEW)

385/6-405/6 $4740.00

THERE HAS BEEN AND INCREASE IN THE NUMBER OF ATTORNEYS AND IN THE VOLUME OF WORK IN THE CITY ATTORNEY'S OFFICE. THE ADDED WORK HAS ULTIMATELY BEEN TRANSMITTED TO THE STENOGRAPHIG STAFF. THE MAJORITY OF THE LEGAL ACTIONS HANDLED BY THIS OFFICE HAVE DEFINITE TIME LIMITATIONS WHEREIN THE PLEADINGS, ANSWERS, BRIEFS AND THE LIKE MUST BE FILED WITHIN THE TIME ALLOWED BY STATUTE. THESE DOCUMENTS MUST BE PREPARED BY THE STENOGRAPHIC STAFF IN THE TIME REQUIRED OR THE CITY CAN BE HELD IN DEFAULT. THE SITUATION IS SUCH THAT THERE IS A CONTINUOUS BACKLOG OF WORK PLACING THE STAFF UNDER CONSTANT PRESSURE TO MEET "DEADLINES." WITH THE ABOVE MENTIONED DOCUMENTS RECEIVING TOP PRIORITY THE GENERAL CORRESPONDENCE MUST NECESSARILY WAIT ITS TURN. THIS HAS RESULTED IN DELAYS WHICH OFTEN ARE A SOURCE OF EMBARRASSMENT TO THE CITY.

THE ADDITION OF ONE B410 LEGAL STENOGRAPHER WILL GREATLY AID THE EXPEDITIOUS HANDLING OF STENOGRAPHIC MATTER IN THIS OFFICE.

B B411 SR. LEGAL STENOGRAPHER

MAXIMUM AMOUNT FOR 2 EMPLOYEES BUDGETED		$13032
ONE POSITION NOW VACANT 447/6-469/6	$5496	
ONE POSITION AT MAXIMUM	6516	
	12012	12012
		- 1020

F B512 GENERAL CLERK TYPIST (NEW)

358/436 358/6-376/6 $4404.00

SINCE THE ESTABLISHMENT OF THE CLERK TYPIST POSITION IN THIS OFFICE IN 1950, THERE HAS BEEN A TREMENDOUS INCREASE IN THE WORK LOAD TO BE HANDLED. AN EXAMPLE OF THIS INCREASE IS SEEN IN THE NUMBER OF CLAIMS PROCESSED BY THE CLERK TYPIST. DURING THE 1951-52 YEAR 1482 SUCH CLAIMS WERE HANDLED BY THIS OFFICE AS COMPARED TO 1960-61 CLAIMS OF 3446.

THE ADDITION OF A CLERK TYPIST WOULD BE ABLE TO TAKE CARE OF SOME OF THIS AND ALSO AID IN THE CLERICAL ASPECTS OF CLOSING OUT OUR COMPLETED CASES.

ADDITIONALLY, A CLERK TYPIST WOULD BE UTILIZED IN ROUTINE STENOGRAPHIC MATTERS, THUS ENABLING OUR LEGAL STENOGRAPHERS TO CONCENTRATE ON THE MORE COMPLEX LEGAL WORK. THIS NEW CLERK TYPIST WOULD BE UTILIZED TO A GREAT EXTENT IN REPRODUCING DOCUMENTS AS REQUIRED BY THE STAFF OF ATTORNEYS.

G F704 ASSISTANT VALUATION & RATE ENGINEER (NEW)

782950 782/6-821/6 $9618.00

SINCE THE REQUEST FOR THIS POSITION LAST YEAR, THERE HAS BEEN AN INCREASE IN THE NUMBER OF GAS RATE CASES. THE CHIEF VALUATION AND RATE ENGINEER MUST NECESSARILY SPEND A GREAT DEAL OF TIME ON THESE MATTERS, WHICH RESULTS IN EXCLUSION OF OTHER AREAS OF RATE MATTERS.

THE F704 ASSISTANT VALUATION AND HATE ENGINEER WOULD BE UTILIZED TO A GREAT EXTENT IN AIDING IN THE PREPARATION FOR NATURAL GAS EXHIBITS FOR THE PRESENTATION OF THE CITY'S VIEWS.

H K4 ATTORNEY, CIVIL

$16482 BUDGETED FOR TWO, ONE AT MAXIMUM		$8016
INCREMENT FOR ONE	644/3-679/9	8940
		16956

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

Department, Board or Commission CITY ATTORNEY

Index Number 117 Sheet Number 2

OE 110 PERMANENT SALARY ADJUSTMENTS & INCREMENTS

A K5 TRIAL ATTORNEY, CIVIL (PT)

$6788 BUDGETED CORRECT AMOUNT $6787
EMPLOYEE WORKS 25 HRS A WEEK AT 905
$565.62/12 $6787.00 - 1.00

B K5 TRIAL ATTORNEY, CIVIL

AMOUNT BUDGETED 745/905
THREE MONTHS AT 782 NINE MONTHS AT 821 9735.00
CIVIL SERVICE AGREED ATTORNEY TO
BE AT MAXIMUM OF 905 OR 10860.00

C K6 SENIOR ATTORNEY, CIVIL

7 EMPLOYED 905/1099 AT MAXIMUM $92316.00
DUE TO CIVIL SERVICE TECHNICALITY
ONE WAS PAID AT 950@3997 @ 9 11823

TAKEN UP IN COMP. RESERVE 1365.00

D K6 SENIOR ATTORNEY, CIVIL (NEW)

905/1099 905/6-950/6 $11130

THIS ATTORNEY IS TO BE ASSIGNED TO THE GENERAL LEGAL WORK ARISING FROM THE URBAN RENEWAL PROGRAM OF THE CITY AND COUNTY OF SAN FRANCISCO, PARTICULARLY THE ABATEMENT OF PUBLIC NUISANCES AT THE REQUEST OF THE DEPARTMENT OF PUBLIC WORKS AND DEPARTMENT OF PUBLIC HEALTH.

THIS ACTIVITY, WHICH IS PART OF THE WORKABLE PROGRAM FOR URBAN RENEWAL OF SAN FRANCISCO, A PREREQUISITE TO THE CONTINUATION OF THE GRANT OF FEDERAL FUNDS, IS CONTINUOUSLY ON THE INCREASE BECAUSE OF THE GREATER NUMBER OF REFERRALS FROM THE CITY DEPARTMENTS INVOLVED, AND THIS OFFICE HAS BEEN ADVISED THAT COMMENCING JULY 1, 1962 AN EVEN GREATER NUMBER OF REFERRALS WILL BE MADE BECAUSE OF AN ACCELERATED ABATEMENT PROGRAM BY THE DEPARTMENTS.

THERE ARE PRESENTLY APPROXIMATELY 200 ABATEMENT MATTERS IN THE OFFICE OF THE CITY ATTORNEY AND ONE ADDITIONAL ATTORNEY IS NECESSARY FOR THE EXPEDITIOUS HANDLING OF THESE MATTERS.

E K8 PRINCIPAL ATTORNEY, CIVIL (NEW)

1047/1273 COMMENCING DEC.1, 1962
1047/6-1099/1 $7381

SINCE 1959, THERE IS NO LONGER ANY RECESS WHEREIN BILLS MAY BE ANALYZED. THE PRESENT PRACTICE OF THE LEGISLATURE IS TO BE IN CONTINUOUS SESSION FROM THE FIRST OF JANUARY TO THE MIDDLE OF JUNE, WITH THE RIGHT TO INTRODUCE NEW BILLS UP TO THIRTY DAYS BEFORE ADJOURNMENT. THIS NEW SYSTEM OF INTRODUCING BILLS REQUIRES THE ONE DEPUTY TO BE DIGESTING AND CONSULTING ON THE NEW BILLS SIMULTANEOUSLY WITH THE TIME THAT HE IS APPEARING OR CONSULTING ON CURRENT BILLS. NIGHT MEETINGS OF COMMITTEES HAVE BEEN REDUCED TO A MINIMUM, AND THE DAYTIME IS FULLY CONSUMED WITH COMMITTEE MEETINGS MAKING IT VIRTUALLY IMPOSSIBLE FOR ONE DEPUTY TO DISCUSS AMENDMENTS WITH THE AUTHOR OF BILLS BY-PASSED BY COMMITTEE. FAILURE TO DISCUSS THESE AMENDMENTS WITH THE AUTHOR OFTEN CAUSES EMBARRASSMENT TO THE ATTORNEY WHEN THE BILL IS OFFERED IN COMMITTEE. THE NUMBER OF BILLS IN WHICH THE CITY HAS HAD AN INTEREST INDICATES FULLY THAT IT HAS INCREASED FROM 300 BILLS IN 1957 TO 446 IN 1961.

THIS INCREASE IN BILLS INTRODUCED TOGETHER WITH THE CLOSE WATCH THAT SAN FRANCISCO IS KEEPING ON AFFAIRS IN SACRAMENTO HAS GREATLY INCREASED THE NUMBER OF APPEARANCES. THE DEPUTY ASSIGNED TO SACRAMENTO ADVISES THAT THE NUMBER OF COMMITTEES AT WHICH ATTENDANCE IS REQUIRED VARIES FROM FOUR A DAY TO AS MANY AS 11 OR 12, WITH THE NUMBER OF BILLS VARYING FROM 5 to 30-35.

I BELIEVE THAT IT IS IN THE BEST INTEREST OF THE ATTORNEY THAT MY STAFF BE AUGMENTED SO THAT I CAN SEND ASSISTANCE TO THE PRESENT DEPUTY IN SACRAMENTO AND A MORE EFFICIENT RESULT OBTAINED. THE NEW POSITION WOULD BE CREATED AS OF 12/1/62.

F K16 PUBLIC UTILITIES COUNSEL

$20472 POSITION SET UP IN BUDGET AT MAXIMUM PAY
MR O'CONNOR RESIGNED THIS POSITION AND
WAS ELECTED CITY ATTORNEY.
THE POSITION HAS BEEN FILLED TEMPORARILY
SINCE SEPTEMBER 1961.

CORRECT FIGURES FOR THIS NEW POSITION IS AS FOLLOWS:

1474/3-1548/9 18354 - 2118.00

FORM AZ50

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission CITY ATTORNEY — Index Number 117 — Sheet Number 3

OE 11D PERMANENT SALARY ADJUSTMENTS & INCREMENTS

A 12D TEMPORARY SALARIES

DUR DFFICE IS ASKING FOR THIS SMALL $10.00 ADDITIONAL IN THEIR TEMPORARY SALARIES ACCOUNT DUE TO THE FACT THAT ONCE A YEAR WE USE A TEMPORARY TELEPHONE OPERATOR FOR 2-1/2 WEEKS AND THE GROSS WAGE IS $255.00.

B MAINTENANCE DF DFFICE EQUIPMENT (DE 218)

WE ARE ASKINC FOR $IDO.DO ADDITIONAL IN THIS OE TO COVER MORE SERVICE CALLS ON OUR IBM MACHINES. EACH CALL IS NOW $I.CD MORE THAN LAST YEAR. ALSD THE MACHINES ARE BECINNING TO NEED MORE PARTS.

C TRAVEL EXPENSE (OE 2D6)

LISTED BELDW ARE THE VARIOUS TRIPS FOR I962-63 TD BE ATTENDED BY THE CITY ATTORNEY AND HIS DEPUTIES.
MUNI. ORD 16.6.4

NIMLO MEETING IN CHICAGO - THOMAS M. O'CONNOR AND ONE DEPUTY	AIRFARE	54D.00	
	5 DAYS	200.DO	
	MISC.	50.00	790.00
LEAGUE OF CALIF. CITIES, LDS ANGELES - 4 DAYS THOMAS M. D'CONNOR AND ONE DEPUTY	AIRFARE	120.00	
	4 DAYS	160.00	
	MISC.	30.DO	31D.00
LEACUE OF CALIF. CITIES SEMINAR, SAN DIEGO ATTENDANCE BY CITY ATTORNEY	AIRFARE	90.00	
	2 DAYS	40.00	
	MISC.	20.CO	150.CO
			1250.00

D POSTAGE (OE233)

FDR THE PAST FEW YEARS, WE HAVE BEEN ALLOWED $1I00.00 A YEAR FOR POSTAGE. WE SEEM TO BE RUNNING OVER AT LEAST $200.CO EACH YEAR. THE ACCOUNTANT AT TIMES IS FORCED TD GET VARIOUS DENOMINATIONS FOR $100.CO TO MEET THE OFFICE NEEDS. ANY ADDITIONAL MAILINGS ARE CHARCED TO DEPARTMENTAL WORK DRDERS.

E STATE LEGISLATIVE EXPENSE 201.1

THE 1962 SESSION CONVENES JANUARY 7, 1963 AND ADJOURNS NO EARLIER THAN JUNE 26TH. IT WILL PROBABLY BE EXTENDED TO JULY 5TH ON THE BASIS OF PROPOSED CONSTITUTIONAL AMENDMENTS.

PER DIEM	$2250.00
TRANSPORATIDN,ETC	250.00
	$2500.00

F LITIGATIDN & CLAIMS EXPENSE

PREVIOUS BUDGETS SHOW $2200D.00 FOR THIS ACCOUNT. EACH YEAR WE HAVE ALWAYS HAD TD HAVE A SUPPLE-MENTAL. LAST YEAR WE ASKED THE BOARD FOR $5D00 AND RECEIVED $4000. IN THIS BUDGET WE HAVE ASKED FDR $6000 MORE IN THIS ACCOUNT AND FUTURE REFERENCES MAY SHOW THAT EVENT THIS AMOUNT IS NOT ADEQUATE. WE CANNOT, AT THIS TIME, LIST OR ESTIMATE LARCE EXPENDITURES.

G FLODR COVERINCS, CARPETS (OE 331)

UPON EXAMINATION, THE FLOOR CARPETS IN THE CITY ATTDRNEY'S OFFICE SHOULD ALL BE SCRAPPED. ROOM 18 AT PRESENT IS THE WORST. WE HAVE ASKED IN PREVIOUS BUDCETS TO HAVE THIS ROOM RECARPETED. THE TDTAL YARDAGE IS 122 AT A PRICE QUOTED OF $12.00 PER YARD. THE TOTAL PRICE ASKED FOR IS $1464.00. IF THIS REQUEST IS CRANTED, WE WILL HAVE ONE ROOM ADEQUATELY CARPETED. IT STILL DOES NOT ALLOW FOR THE MAIN HALLWAY OR THE STENOCHAPHERS' POOL ROOM.

H STATIONERY (OE 371)

AN INCREASE DF $500.00 IS URCENTLY NEEDED IN THIS ACCOUNT. IT IS OIFFICULT TD EXPLAIN OR ANTICIPATE WHAT THE NEEDS WILL ALWAYS BE. THIS YEAR WE SPENT SEVERAL HUNDRED DOLLARS MORE DUE TO THE FACT THAT MR. O'CONNOR WAS ELECTED THE NEW CITY ATTDRNEY. NEW LETTERHEADS, ENVELOPES HAD TO BE PRINTED. REAMS OF LECAL PAPER HAD TO BE PRINTED, AND THE DIES ON OVER 40 INK MACHINES HAD TD BE CHANCED. WE GOT A GOOD PRICE ON THIS WORK AND DID THE DELIVERIES OURSELF TO CUT DOWN ON EXPENSE. NOW THAT WORK HAS INCREASED, THE STENOCRAPHERS USE MORE OFFICE SUPPLIES THAN EVER BEFORE. WE USE THE MAXIMUM ON OUR WAREHOUSE STORES ACCOUNT AND THIS AIDS IN KEEPING THE COSTS DOWN.

FORM 4359

C CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

Department, Board or Commission CITY ATTORNEY

Index Number 117 Sheet Number 4

OE 110 PERMANENT SALARY ADJUSTMENTS & INCREMENTS

A EQUIPMENT 400

LEGAL FILES, 5 DRAWERS $470.00 (OE 402)

THESE FILES SHOULD BE PROVIDED FOR 2 OF OUR ATTORNEYS WHO HAVE NO LEGAL FILES FOR THEIR CASES. ONE ATTORNEY WHO IS NEW HAS NO FILES AT PRESENT AND IS USING A TEMPORARY CARDBOARD CARTON.

B CADILLAC SEDAN MODEL 62 (OE 456 (REP)

1957 MODEL

REPAIR COSTS	1959-60	$ 786.00	
" "	1960-61	992.00	
" "	1961-62	122.00	FIRST SIX MONTHS
		1900.00	

SPEEDOMETER MILEAGE READING FEBRUARY, 81,000 MILES
AVERAGE MONTH'S MILES - 1200
IDENTIFY NO. 2360 LICENSE E95789

COST OF COMPARATIVE MODEL FROM CADILLAC MOTOR DIVISION

	$6301.85
LESS DISCOUNT	826.35
	5475.50
SALES TAX	219.02
LICENSE	120.00
	5814.52

C IBM ELECTRIC TYPEWRITERS (3) 13" STANDARD PICA #49 LEGAL KEYBOARD (OE 412)

OLD MACHINES FOR TRADE IN

MACHINE	NO.	PURCHASE DATE	TRADE ALLOWANCE
IBM	201649	1/54	25.00
IBM	325423	10/54	50.00
IBM	324424	10/54	50.00
			125.00

PURCHASE PRICE QUOTED BY IBM AND ON FILE IN PURCHASE DEPT.

$400.50 x 3	1202.00
LESS TRADE IN	125.00
COST OF REPLACEMENT	1077.00

THESE 3 ELECTRIC TYPEWRITERS SHOULD BE REPLACED NOW AS THE REPAIRS ARE CONTINUALLY MOUNTING. EVEN THOUGH OUR STAFF IS CAREFUL WITH THE MACHINES, WE HAVE ACTUALLY SPENT $1488.00 FOR REPAIRS SINCE THE MACHINES WERE PUT IN OPERATION. EACH SERVICE CALL IS APPROXIMATELY $8.50 AND THESE CALLS ARE FOR ADJUSTMENTS NOT PARTS WHICH ARE ADDITIONAL. THE MACHINES HAVE TO BE IN PROPER RUNNING CONDITION TO ASSURE GOOD WORK. THE DOCUMENTS TYPED ON THESE MACHINES ARE COMPLICATED AND PROBABLY ARE THE MOST IMPORTANT PAPERS AND STATEMENTS PREPARED BY ANY OFFICE.

D LAW BOOKS (OE 491)

THIS OFFICE IS IN NEED OF AN INCREASE IN OUR LAW BOOK ACCOUNT. WE HAVE ASKED FOR $1000.00 ADDITIONAL FUNDS THIS YEAR. LAST YEAR WE ASKED FOR THE SAME AND RECEIVED NONE, AND HAD TO TRANSFER MONEY IN FROM OUR LITIGATION ACCOUNT WHICH WAS ALSO INADEQUATE.

THE DEERINGS'S CALIFORNIA CODE PUBLISHED BY BANCROFT-WHITNEY CO., ARE ESSENTIAL TO THE PROPER FUNCTIONING OF THE CITY ATTORNEY'S OFFICE. THE CODES ARE CONTINUALLY CHANGING WITH EACH LEGISLATIVE SESSION. WHAT WERE FORMERLY POCKET PARTS TO EXISTING VOLUMES HAVE BECOME BOOKS INCREASING A SET OF 2 VOLUMES TO 4 VOLUMES. THE PRESNET FISCAL YEAR HAS SEEN THE FOLLOWING CHANGES:

PENAL CODE FROM 2 VOL TO 6 VOL at 70.00 A SET
ELECTIONS CODE FROM 1 VOL TO 2 VOL AT 25.00 A SET
BUS & PROF CODE FROM 2 VOL TO 4 VOL AT 40.00 A SET
HEALTH & SAFETY CODE FROM 2 VOL TO 4 VOL AT 40.00 A SET.

THE OFFICE HAS 4 COMPLETE SETS OF THESE CODES TO MAINTAIN. WE SHOULD HAVE 6 SETS SO THAT THE ATTORNEYS WOULD HAVE ACCESS AT ALL TIMES TO THESE BOOKS.

BESIDES THE ABOVE THERE HAVE BEEN SEVERAL INCREASES IN PRICES OF SUBSCRIPTIONS MAINTAINED BY THE OFFICE.

WHEN THE BUDGET IS COMPILED IN NOVEMBER OF EACH YEAR, IT IS IMPOSSIBLE TO FORESEE THE EXPENDITURES FOR BOOKS, SUPPLEMENTS AND SUBSCRIPTIONS WHICH WILL BE NECESSARY IN ANY ONE FISCAL YEAR.

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission CITY ATTORNEY

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 117 Sheet Number 5

OE 232.1 TELEPHONE, TELEGRAPH INSTALLATIONS

A NO NEW LINES OR INSTALLATIONS ARE EXPECTED THIS YEAR.

OE 240 TELEPHONE DIRECTORY SERVICE

B AMOUNT OF $92.00 ESTIMATED BY PURCHASER FOR CITY ATTORNEY DIRECTORY SERVICE.

A. Three additional positions of F812 Assiatant City Planner are requested. At present the permanent staff of the Planning Diviaion is four Sonior Plannera, three Associate Plannera and three Assistant Planners. A three month temporary employment at the Assistant Planner level is available to the Division for the preparation of the Capital Improvement Program.
The maj or responsibilities of the Division are distributed into the Land Use and Urban Renewal Section, to which two Senior Planners, one Associate and one Assistant Planner are assigned; the Transportation and Research Section with a Senior, an Associate and two Assistant Planners; and the Public Facilities and Capital Improvement Section with a Senior and an Associate Planner and a part-time Assistant Planner. The imbalance in this structure is apparent and is felt particularly in the Land Uae and Urban Renewal Section. Almost half of the work load of the Planning Division is acheduled in thia Section, and the multiplicity and variety of its responsibilities make the two Senior supervisory positions mandatory, and aleo uses to its full extent the skill and knowledge of the Associate Planner. Apart from the basic responaibilities of the Section, implicit in its title, of maintaining the Land Use Plan and keeping the Redevelopment and Conservation programs current, Subdivision review under Section 118 of the Charter is assigned to this Section. The Section is also charged with primary responaibility for the Downtown Plan, the Waterfront Plan and Height Limit Study, the South Bayahore and Lake Merced Plans, and is currently working on the Special Study of R-3 Standards.
Major work on the Development Plan for the Presidio and for Public Utilities Commission Lands in Pleasanton was also done by the personnel assigned to this Section. Most of the jobs and commitments listed in the Work Program adopted by the City Planning Commission for 1961-62 have received or will receive staff attention by the end of the period. However, if all the work of careful planning, and planning in any depth is to be done, staff members must be borrowed from other Sections, depriving them of needed manpower. This means that certain programs cannot be undertaken until the available staff resources can be allocated from one job to another. In other casea jobs have to be interrupted when a more pressing assignment comes into the office and again a reshuffling of the available employees must be made. Senior staff members are thus never sure that their assignments will be carried through to completion within the time estimated when an emergency can mean that the person assigned is taken off the job, sometimes for a period of several monthe. Two additional permanent Assiatant City Planners requested for this section would alleviate the situation.

A permanent Assiatant City Planner is requested for the Public Facilities and Capital Improvement Section. The continuing responsibilitiea of this section under Sections 116.1 and 69.1 of the Charter absorb most of the time and energy of the assigned Senior and Associate Planners, and at peak periods, totaling about four months, the full time of an Assistant Planner. This leaves little or no time or energy for the development or reappraisal and revision of the several public facilty plans which are in the work program and which are also a primary responsibility of this section. Much of the work connected with the referrals and the Capital Improvement Program is time-consuming and could be done by an assistant planner under proper supervision, thus freeing the senior membora of the section for more effective and creative work in the development and maintenance of the Master Plan.

B. One F824 Zoning Technician is requested to initiate without further delay a continuing program for procedural and substantive revision of the City Planning Code to improve and simplify its provisions and to remove inconsistencies and ambiguities. One of the most vital responsibilites of the City Planning Commission and Department of City Planning, thia has had to be deleted from the 1960-61 and 1961-62 Work Programs of the Department, and the need is becoming increasingly urgent, for attention to such matters as (a) re-evaluation of the off-street parking requirements, as it is now evident certain of these requirements discourage or prevent appropriate new construction and desirable conversions of existing buildings; (b) coordination of definitions and standards with those of the Building and Housing Codes to eliminate confusion to builders and wasteful duplication in the review of permit applications; (c) up-dating of the allocation of uses among the heavy commercial and light and heavy industrial districts, many of which allocations date from the first draft of the new City Planning Code in 1948 and have since been rendered obsolete and unduly restrictive by changing industrial techniques; and (d) general reorganization and simplification of the Planning Code, which emerged from its twelve-year gestation period in a form that is difficult for builders and property owners to understand.

C. One F826 Assistant Zoning Technician is requested for review of building permit applications, a permanent function for which it has been necessary since July 1, 1961 to use a temporary employment of this classification budgeted for the nonconforming use program because of the substantial increase in number and complexity of permit applications filed in 1961. There were 13,720 permits issued in 1961, compared with 11,720 in 1960. The increasing complexity of zoning review of permit applications is due to the stepped-up code enforcement programs being initiated by the city (Department of Public Works and Department of Public Health) with regard to illegal conversions and other work undertaken without required permits in past years. Under the city's policy of issuing permits now to legalize these conversions if the conversions can be made to conform to Building, Health, Housing, Fire and Planning Code standards applicable at the date the conversions took place, it is often necessary to do extensive historical research to determine that date, and the degree of compliance with contemporaneous code standards. As these code programs accelerate in the year to come, it will not be possible to review many of the permit applications filed for legalization of these conversions without this additional employment or continued diversion of temporary employments from the nonconforming use program.

A. There has long been an evident need in the Department of City Planning for a Senior Librarian to organize and maintain tho materials now possessed by the Department in its library and research files and to assist all staff members and members of the City Planning Commission in acquiring and pre-organizing technical materials relating to city planning, renewal and development projects. This has been a continuing need, reflected in previous budget requests, which will be accentuated by the Community Renewal Program, where material on economics, operations research, urban land values, population and housing characteristics and statistical methods must be acquired, organized, and maintained for ready reference. Without such specialized research assistance, full value is not now obtained from the materials now in the possession of the department and opportunities for acquisition of additional valuable information may be lost.

B. TEMPORARY SALARIES

1. Capital Improvement Program. Additional employment needed for preparation of annual Capital Improvement Program report.

1 P812 Assistant City Planner	3 months @ $556	$1,668	
1 B408 General Clerk Stenographer	3 months @ $367	1,101	$2,769

2. Vacation Relief

1 B408 General Clerk Stenographer	3½ months @ $367	$1,285	
1 B516 Senior Clerk Typist, (accumulated vacation prior to retirement)	7 weeks @ 436.	763	2,048

3. Zoning Division Programs Relating to Nonconforming Uses and Illegal Second Units in Single-Family Districts

1 P824 Zoning Technician	12 months @ $644.	$7,728	
2 P826 Assistance Zoning Technician	12 months @ 556	13,344	
1 B408 General Clerk Stenographer	12 months @ 367	4,404	25,476
	Total		$30,293

Three (one each) of these temporary employments were approved in the current fiscal year for the programs relating to nonconforming uses subject to termination and the legalization of illegal second units (mother-in-law apartments) in single-family districts outlined in the budget request submitted therefor. The four temporary employments now requested are the same as were requested for the current fiscal year in order to undertake tho mother-in-law program before the May 2, 1962 deadline set for it in the City Planning Code and the nonconforming uso program by the May 2, 1964 deadline set for notification of property owners affected thereby. Funds were approved for three temporary employments for approximately ten months of the current fiscal year on the understanding that this work would be spread over the full three-year period allowed by the nonconforming use deadline. The limited funds thus available in the current fiscal year, and the need to assign one of these temporary employments to review of building permit applications as described above, meant the Department has been unable to undertake a program of publicizing the opportunity given owners of mother-in-law apartments to legalize them by tha May 2, 1962 deadline, and tho task of gathering and analyzing data with regard to those nonconforming uses that appear to be subject to termination at fixed dates in the future has begun only slowly. It is now requested that the four temporary employments requested for the current fiscal year be approved to enable the nonconforming use work to get back on schedule. Because the opportunity to legalize mother-in-law apartments plays such an important role in conservation area programs, if it should also prove possible to undertake a mother-in-law program under tho Planning Code with this staff, a request would be made that the Board of Supervisors extend the period in which property owners may attempt to legalize such apartments. It is further requested that funds be approved to enable these four employments to be filled for the full fiscal year, including any Salary Standardization adjustments, because of the continuing nature of this work and tho costly and wasteful recruiting problems encountered in not being able to retain technical personnel on an uninterrupted basis.

C. Routine Travel

For travel expense and other expenso of staff members for attendance at various meetings held in and out of San Francisco, such as meetings of State Legislative Committees, Tri-County Planning Council, other Bay Area planning, civic and business organizations, the California Chapter of the American Institute of Planners, and tho League of California Cities.

2-C (Continued)

Official Travel

American Institute of Planners	
Number of Persons to attend	2
Purpose: Annual Conference, membership therein authorized by Section 16.6(13) Administrative Code	
Date of Meeting	October, 1962
Place of Meeting	Los Angeles, California
Amount Requested	$500
American Society of Planning Officials	
Number of Persons to attend	3
Purpose: Annual Conference, membership therein authorized by Section 16.6(13) Administrative Code	
Date of Meeting	April 1963
Place of Meeting	Seattle, Washington
Amount Requested	$900
Total	$1,400

A. $300 is adequate only for repair of office machines. An additional $100 is requested for periodic servicing and maintenance, which will increase the efficiency and life of the machines, and probably reduce repairs.

B. Estimate submitted by Bureau of Light, Heat and Power is $2,150

C. At current rates, monthly telephone charges average $142 per month or $1700 per year.

New Service Required

		Non-recurring	Recurring		Total	
Planning Division						
1 new station		$ 4.	$8.55 x 12	$102.60	$106.60	
1 new local		10	8.55 x 12	102.60	112.60	$ 219.20
Zoning Division						
1 new local		10	8.55 x 12	102.60	112.60	
4 new stations	4 x $4.	16	$8.55 x 4 x 12	410.40	426.40	539
Installation of buzzer system between two Planning rooms and administrative offices		40				40
Anticipated changes in stations or locals because of reallocation of office space		60				60
Totals		$140		$718.20		$858.20

FORM 6200

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission CITY PLANNING — Index Number 119 — Sheet Number 4

A. New procedures in the Planning Code necessitate additional mailing of variance decisions, case reports and information material to interested property owners and city agencies. Nonconforming use mailings will require an additionel $200.

B. Official Printing and Advertising:

Official Advertising	$3,600
Capital Improvement Program Report	1,000
Special Reports, such as:	
Population Report	600
Ten Year Activity Report of Department of City Planning (Past and Future)	2,500
Weterfront Study and Reight Control Report	1,100
Trensit Report (or others as required in accordance with Charter Section 116)	400
Microfilming records and meps	500
Developing film and printing photographs (for nonconforming use program $700; for routine Planning and Zoning Division studies $400; Special Sign Control studies $200.)	1,300
Total	$11,000

C. Increase necessary to cover increases in subscription ratee of various publications.

D. For rental for three months of long carriage electric typewriter for preparetion of Capital Improvement Program report.

E. Funds are requested for the employment of consultents on special projects es needed, in accordance with the authority established in Section 116 of the Charter.

F. $700 is required for maintenance and up-dating Sanborn Map Land Use records. This is the standard annual charge made by the Sanborn Map Company for this service. $200 is needed for maintenance and up-dating two Realty Indexes, at $100 each. $20 ie needed for miscellaneous items, such as servicing fire extinguishers, etc.

G. To replace tires and tubes on 1957 Chevrolet Station Wagon.

H. City Directory is required by Zoning Division for records of current addresses end types of residential, commercial or industrial land uses.

I. The Department inventory of stationery and supplies is extremely low. Estimate of requiremente for the fiscal year 1962-1963 ie $1600. $200 is requested for the purchase of technical books and reports for the Department's reference library.

J. The Department inventory of drafting supplies is extremely low. Staff time is lost in getting emergency purchase orders and work production is interrupted because of insufficient inventory. New graphic materiels such as printed acetate fiber would save staff time if an inventory of these materials was on hand. Estimate of requirements for a workable inventory of supplies for the fiscal year 1962-1963 is $2,000, $330 for purchase of film for routine studies, $200 for nonconforming use studies, Total $2,480.

K. Current requirements of supplies from the City warehouse are estimated at $700 per year. A substantial increase in mimeographing for the nonconforming use program in 1962-1963 will require an estimated total of $950.

L. Two desks are required to replace worn-out desks, $160 each, Total $320.

M. $50 to replace couch in ladies' rest room. Cost of renovating present couch would be more than replacement.

Form 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission CITY PLANNING

BUDGET EXPLANATIONS

FISCAL YEAR 1962-63

Index Number 119 Sheet Number 5

A. 1 15" IBM Selectric typewriter is requested to replace Royal typewriter, serial No. 3536766. This Royal typewriter was purchase in 1948. Cost of new typewriter $430, estimated trade-in $10, net cost $420.

B. 1 Adding-listing machine to replace Monroe Adding Machine, Serial No. 43507, approximately 15 years old. Cost of new machine $260, trade-in allowance $10, net cost $250.

C. $1215 is requested for nine 4-drawer legal size metal file cabinets, $135 each, five of which will be used for filing variance hearing records, enforcement case records, nonconforming use records, and other new material and records. The other four cabinets will be used by the Planning Division for filing referral records, subdivision records, reports and other data.

D. Five desks for use of new personnel being requested, $160 each, total $800.

E. Five executive-type chairs for use of new personnel being requested, $55 each, total $275.

F. $500 for ten aluminum chairs, straight, $50 each, to match metal desks required for use of visitors in two planning and zoning offices. Ten desks have no visitors' chairs.

G. $416 for one roll file cabinet, 36" x 88" for storage of rolled maps for Planning Division.

H. 1 Oak map file case, comprised of three 5-drawer sections, a top and a base, for storage of land use maps, planning area maps, development maps, etc., total $510.

I. Step stool for convenience in reaching high shelves in drafting room, $25.

J. 1 Sectional metal book case, comprised of two 16" sections, a top and a base, is required for Planning Division, total $116.

K. Two book cases, approximate size 36" high, 36" wide and 10" deep, for use in graphics division, $50.

L. One changeable letter sign board, including stand and letters, for zoning hearing notices, $235.

M. One visual card rack, $40.

N. 5 Platforms for secretariel desks, These are to take the place of the shelves built into the desks which are not large enough nor strong enough to hold electric typewriters efficiently, cost $43 each, total $215.

O. 1 Lucygraph to be used by Graphics Division so that report layout and map design can be facilitated and handled at less expense. This item will eliminate, in many cases, the use of the more expensive complicated photostat process. Cost $325.

P. 1 Perspect-O-Metric perspective drawing machine is required to simplify and speed a complicated and time-consuming drafting operation, Cost $50.

Q. 1 Cutawl machine is needed for use in model building. Cost $225.

R. $520 is requested for one Apeco Uni-matic Auto-Stat photo copy machine for reproduction of letters, maps, legal documents, and other informational material for members of the Planning Commission, staff members of the Department and other City agencies and the general public.

S. 1 Pocket Transit for use in field by Zoning Division for measuring heights of buildings. Cost $52.

T. For waxing and polishing floors in Department of City Planning and Art Commission offices in the building at 100 Larkin Street. At the present time the janitor must carry the equipment back and forth from the City Hall, when it is available. Cost $286.

U. The Building Maintenence Division of the Department of Publc Works has recommended that an electric water cooler be purchased to replace the public fountain now in the building. Cost $200.

V. A portable air conditioner is needed in the office of the Director of Planning. This room becomes excessively warm during meetings because of the low roof, the western exposure and the large number of fixed windows. Cost $100.

A. Memberships in organizations authorized by Section 16.6(13) of the Administrative Code:

American Planning and Civic Association	$ 10.
American Society of Planning Officials (includes Planning Advisory Service and Zoning Digest)	500.
California County Planning Commissioners Association	90.
National Association of Housing and Redevelopment Officials (Ord.No.320-60 Bd. of Supervisors)	87.*
Tri-County Planning Council	25.
Urban Land Institute	25.
	$737.
*Less overpayment, fiscal year 1961-1962	25.
	$712.

A Reclassification from B68 Chief Clerk to Assistant Secretary, Civil Service Commission.

B Normal increments.

C This position is required to maintain the new classification plan. As a result of the adoption of the new classification plan, the number of classifications was increased from 834 to 1051. The survey was completed more than a year ago based on classification questionnaires submitted in September, 1959. In the intervening period, the organization and activities of various departments have been changing and it is essential that position questionnaires in these departments be kept up to date.

D 051 Personnel Assistant. New position required in Personnel Division, In-Service Activities. Approximately three years ago, an employee-evaluation program was instigated by the Civil Service Commission, with the understanding that a Chief Personnel Analyst would establish the program; that when the program was well under way an additional employment would be provided.

E Overtime necessary for Salary Ordinance check and changes, Municipal Railway sign-up changes and accumulated vacation check. The increase reflects higher pay scales because of the reclassification program.

F Temporary Salaries:

Examining Division.		
2 050.3 Personnel Aides (Tests & Measurements) 6 months @ $447.	$ 5364	
1 B228 Senior Clerk or B516 Senior Clerk-Typist - 6 months @ $436.	2616	
2 B512 General Clerk-Typists - 6 months @ $358.	4296	
2 B222 General Clerks - 6 months @ $358 .	4296	
3 050 Examination Proctors (as needed) 150 hrs @ $2.15 hr.	968	
1 058.1 Special Examiner (as needed) 72 days @ $40 day.	2880	
1 Chief Examination Monitor (as needed) 250 hrs @ $2.60 hr.	650	
Examination Monitors (as needed) 976 hrs @ $2.15 hr.	2100	$23,170
Classification & Pay Division.		
1 1444 Clerk-Stenographer - 2 months @ $358	716	716
Payroll Division.		
1 B228 Senior Clerk to replace person assigned to EDP - 6 months @ $469	2814	
Vacation and sick relief approximately 6 months @ $358	2148	4,962
Certification Division.		
Services of three L360 Physicians employed in their profesaional capacities to examine eligibles prior to appointment. The average number of examinations per year has increased from 1440 to 2340. 2340 @ $5.00 per examination.	11,700	11,700
		$40,548

G Fees and other compensations. Experience in the past two years dictates a reduction.

H Contractual Services. Local fares increase as examination program is increased.

A Official Travel. Number of persons to attend: Two.
Purpose: Attendance at International Conference of the Public Personnel Association.
Membership authorized by Ord. No. 10147.
Date: November 11 to 15, 1962
Place: Miami, Florida
Amount: $ 887.00

Number of persons to attend: Two.
Purpose: Attendance at Western Regional Conference of the Public Personnel Association.
Ord. No. 10147.
Date: Not yet decided.
Place: San Diego area.
Amount: 300.00

Number of persons to attend: One.
Purpose: Attendance at County Personnel Administrators Association. Ord. No. 10147.
Date: Unknown.
Place: Unknown - probably Central California.
Amount: 70.00

B Maintenance and Repair of Office Equipment:

Refinish desks 71-1077 and 71-1209	$ 100.00	
Repairs to Kardex equipment	100.00	
Service 27 typewriters	203.00	
Service A. B. Dick Offset Duplicator	168.00	
Service A. B. Dick Mimeograph	48.00	
Service IBM Test Scoring Machine	50.00	
Service Xerox Machine	180.00	849.00

C Reproduction Services: Expanding examination program requires additional services of Reproduction Department and Tabulating Department.

D Telephone and Telegraph: Request based on actual Controller's figures for July, August, September of 1961 - $708, plus $78 as shown in E below.

E Telephone and Telegraph Installation: Existing charge $354 per month.

1 new station in Payroll Division	$4.00 non-recurring	
1 new station in Certification Division	4.00 non-recurring	
6 extension cords @ $4.00	24.00 non-recurring	32.00

Recurring charge $6.50 per month or $78 per year.

F Postage: Actual figures from Controller's Office for first six months of 1961-62 are $1409, an average of $704.50 per quarter or an approximate per year of 2800.00

G Official Printing-Advertising: Binding minutes of meetings of Civil Service Commission.

Advertising: The current practice is to place classified advertisements in the "Help Wanted - Male or Female" section of the three local daily newspapers. Our present appropriation allows 8 of these advertisements per month, 3½" to 4" in size, containing 18 lines per 1", and permitting from 30 to 33 various positions to be listed. The ads are published on Sunday in the two morning newspapers.

Even though these advertisements are not in the most desirable location in the classified section, and are not published every week, the results have been good. There has been an increase of at least 20% over the previous year in the number of applications received despite a tighter labor supply.

For particular positions a special advertisement of the same size describing only one position has been substituted for the "Employment Agency Type" ad. The results from these special advertisements have been excellent. For example, a single advertisement for Junior Engineers brought in 34 applicants. This ad cost $23.80. Another similar advertisement for Accountant I resulted in 32 applicants.

G (cont'd) We normally have about 33 positions in any single week for which active recruitment is needed. A more regular and effective classified program should provide for at least twelve 4" agency type advertisements per month in the "Help Wanted - Male or Female" section, or when warranted the same amount of space for special advertisements in the "Help Wanted - Male" or "Help Wanted - Female" sections. The estimated cost at the current rates is $110.00 per week, or $5,000.00 per year.

A sample indicates that the advertising budgets of private organizations of a size comparable to that of the City and County, but with fewer classifications of jobs, provide for $9,500 per year for one newspaper. This budget allowance is of course much larger when provision is made for advertising in the other daily newspapers and professional journals, etc.

A Price of City Directory has increased from $78.00 to $83.00.

B Experience of past two years indicates that the department requires double the amount budgeted in past years.

C Equipment: Replacing desks 71-295, 71-588, 71-580

Estimated cost	$ 375
No trade-in value	-
Net amount requested	$ 375

D Equipment: Replacing desk 71-1196

Estimated cost	$ 125
No trade-in value	-
Net amount requested	$ 125

E Second year of three-year program of replacing wooden folding chairs.

F Replacing Chairs 71-601, 71-973, 71-1041, 71-1042, 71-1086, 71-1117, 71-1143, 71-1171

Estimated cost	$ 320
No trade-in value	-
Net amount required	$ 320

G Replacing Chair 71-604

Estimated cost	$ 80
No trade-in value	-
Net amount requested	$ 80

H Replacing Thermo Fax. Purchased eight years ago - no Purchaser's Inventory number.

Estimated cost	$ 400
No trade-in value	-
Net amount requested	$ 400

I Counter Stool for Examining Division. At present time, personnel waiting on people at application window must stand; counter is too high for a normal chair.

J Ten-drawer file unit needed to house over 1000 rubber stamps in Examining Division.

K Filing Cabinet with Lock needed by recruitment unit in Examining Division.

L Visible Tray unit necessary to house trays carrying names of those applicants who are restricted as to examination participation. This unit must be available for check while applicant is still at application window.

M Typewriters - 12". Additional employees must have tools with which to work. These typewriters must be equipped with carbon ribbon attachment.

N Tape Recorder to record meetings of Civil Service Commission.

O Hand Truck to transport heavy paper, supplies and examination papers.

FORM 6250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission CIVIL SERVICE COMMISSION

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number _____ Sheet Number 4

A Public Personnel Association has increased yearly dues from $450 to $550. Membership authorized by Ord. 10147. Mechanics Institute - $12.00. County Personnel Administrators Association of California - $5.00.

B Police examinations scheduled in 1962-63.

A Increment Adjustments

B Reclassification Ordinance 191-61 effective 12-21-61. Line 24 CSC directs this item be shown as B2 Account Clerk as Ordinance 191-61 was in error in showing as 1630 Account Clerk.

C Overtime:

Actual Expenditures 1960-1961	Allowed 1961-62	Actual First Six Months	Estimated Second Six Months	Total For Year	Requested 1962-1963	Explanation
3771	4057	2047	2010	4057	4260	General Office: Year end closing and new year opening; payroll and welfare warrant releases on Saturday.
1447	1135	135	1000	1135	1190	Payroll: Changes to conform to General Classification Survey. New Year master cards. Federal and State Information Returns. Social Security reporting.
19	-0-	-0-	-0-	-0-	-0-	General Audit Division
44	-0-	-0-	-0-	-0-	-0-	Utilities Audit Division
163	250	-0-	250	250	263	Accounts and Reports: Adding assessment roll; calculating and extending tax and delinquency rolls, 1st and 2nd installments. July work in Redemption Bureau.
3837	3253	253	3000	3253	3416	Budget: Annual budget.
439	355	55	300	355	373	Secretarial: Typing annual budget and other deadline jobs.
9720	9050	2490	6560	9050	9502	Total: Based upon current year plus 5% allowance for salary increase

D Temporary Salaries

Actual Expenditures 1960-1961	Allowed 1961-62	Actual First Six Months	Estimated Second Six Months	Total For Year	Requested 1962-1963	Explanation
5922	3000	2755	245	3000	3150	General Office: Vacation and sick relief. Replacement of permanent employees used temporarily in Budget Division.
1390		1603	300	1903		Secretarial: Sick leave replacement.
		500		500		Utilities Audits
626	690	427	263	690	725	Payroll: Sick and vacation relief.
4963	7500	3662	3000	6662	7875	Accounts and Reports: Calculating, adding and extending tax, assessment and delinquent rolls. Extra work in Redemption Bureau.
250						Budget
13151	11190	8947	3808	12755	11750	Total: Based upon current year request plus 5% allowance for increased salaries.

E Budget statistics special report discontinued.

A O.E. #206 Travel expense out-of-town for Controller or members of his staff on official business, as authorized $1,000

1-Official meetings pursuant to state authorities calls.
2-Tax Collector and Auditors, Annual convention.
3-Municipal Finance Officers Convention, date and place not known at this time.
4-League of California Cities.

B O.E. #216 Estimated requirements for maintenance and repair of official automobile of Controller's Office 550

C O.E. #218 Maintenance and Repair of Office Equipment:

Cummins Check Signer		70
Burroughs Adding Machines	per year	740
Pitney Bowes Meter Machines	" "	100
Todd Check Signing Machines	" "	100
Comptometers	" "	110
Underwood and Sundstrand Bookkeeping and Adding Machines	" "	1,040
Miscellaneous Repairs	" "	200
Monroe	" "	650
		$3,010

D O.E. #224 Estimate of Reproduction Bureau on basis of current requirements. 3,055

E O.E. #225 Estimate of Tabulating Bureau on basis of current work performed 2,573

F O.E. #232 Amount expended for telephone and telegraph expense, 1955-56, $886; 1956-57, $839; 1957-58, $1,017; 1958-59, $861; 1959-60, $1,219; 1960-61, $1,254; actual and estimated 1961-1962, $1,310 1,310

G O.E. #233 Postage

	Proposed 1962-63
Medical Care Program	$ 250
Aid Warrants	12,400
	12,650
Supply Warrants, etc.	4,000
I.S.D.P. (Cash Relief)	1,550
Jurors	200
Election	900
Miscellaneous mailing such as letters, Controller's Annual Reports, Audit Mailing, etc.	700
Total 12 months estimate in dollars	$20,000

G O.E. #233 Postage (continued)

Postage primarily for the mailing of warrants to receipients of various aids, such as Old Age, Blind, etc. $5,500 per year reimbursed by State of California through Public Welfare Department.

H O.E. #234 Printing, Binding, etc.
(Price increase over 1960-61)

Sewing and Binding of Pay and Time Rolls	$ 2,000
Binding of Delinquent Rolls	185
Annual Report of Controller	1,130
Official Advertising	100
Binding Appropriation Ledgers and Warrant Registers	295
Binding Budget Estimate Books	125
Binding Claims Register	150
Other	500
Total	$ 4,485

I O.E. #235 Subscriptions

Hanna Legal Publication	$ 60
1 California Reports	200
1 Real Estate Index-(Del. Tax Bur.)	100
2 Copies Recorder and California Supreme and Appellate Advance Reports	165
1 Copy Wall St. Journal, Pacific Coast Edition	24
Local Papers	150
Parking News and Valley Newspapers	16
Shepard's California Citations	40
Journal of Accountancy	8
Total	$ 763

J O.E. #241 Rental of Equipment:

I.B.M. Rental $4,810.50	$57,726
Postal Meter Lease	156
Total	$57,882

K To provide the services of an insurance consultant to comply with Board of Supervisors Ordinance No. 10036. Based on proposed contract for 1962-63.

L O.E. #321 Gasoline and oil used in official automobile of Controller's Office. 1962-63 request based on current experience $ 400

Form 4290

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission CONTROLLER — Index Number 123 — Sheet Number 3

A O.E. #371 Experience on expenditures for Stationery, Office, Supplies, etc. has been as follows:

Fiscal Year	1957-58	$24,992
" "	1958-59	33,359
" "	1959-60	25,564
" "	1960-61	25,662
" "	1961-62	26,000 (Actual and Estimated)

B O.E. #370 Increase in price of City Directory.

C 1962-1963 Equipment Request.

Item	General Office	Payroll	Accounts & Reports	Utility Audits	Budget	Total Units	Amount	Age of Equipment Replaced	Inventory Identification of Equipment Replaced
Posture Chairs	4-200					4	200	Over 25 years	Wooden chairs
Ten Key Adding Machine	1-350		1-350			2	700	Over 15 years	Burroughs Nos. 9.1510904 and 9.1509348
15" Standard Typewriter	1-200					1	200	Approx. 10 years	Royal No. KMU 339713
Electric Calculator		1-975		1-975		2	1950	Over 25 years	Marchant Nos. 8D.102293 and 10M.106618 C.O. says both are beyond repair.
Legal Files					2-400	2	400	Over 25 years	Replace Budget files to provide for reduced size Budget sheets.
Class C Auto						1	4050	1957 Buick	Purchaser recommends replacement. Turn in allowance $350.00.
Total	750	975	350	975	400		7500		

D Dues & Memberships

Membership in Municipal Finance Officers' Association $250.00

Includes membership for:
Mr. Harry D. Ross, Controller
Mr. John J. Goodwin, Treasurer
Mr. Jack Mootz, Mayor's Office
Mr. George Negri, Utilities
Mr. Robert Dolan, Clerk, Board of Supervisors
Mr. Daniel Mattrocce, S.F. Employees' Retirement System

E Funds for Electronic Data Processing Program to be requested in supplemental budget

	1954-55	1955-56	1956-57	1957-58	1958-59	1959-60	1960-61	7 Year Total	Annual Average	1961-62 Request
F Expended, Judgments & Claims	$63,160	$71,563	$152,107	$94,391	$82,970	$102,740	$74,539	$601,470	$85,924	$75,000
804 Expenditures per Controller's Appro. Ledger as of 12/31	32,053	17,477	69,595	25,812	14,849					

A File No. 13369-1, Ordinance No. 9440 Approved by Mayor Dec. 13, 1955, established a City and County Award Committee providing for the methods whereby City and County employees may make suggestions and become eligible for monetary awards or commendations, and establishing a MERITS AWARD FUND. Fund still at $5000. No appropriation necessary for 1962-1963.

B When Air Pollution Assessment is determined (legal mandate) the additional amount required will be provided by Budget Amendment when Tax Rate Ordinance is submitted.

C Social Security - Employers' Tax: 3-1/8% through 12/31/62; 3-5/8% through 6/30/63.

General Fund Departments:

4,375 Members @ $162.00		$ 708,750
Estimated turnover non-members:		
1,937 @ $162.00 to 6-30-62	$313,794	
Less 60%	188,277	125,517
Total General Fund		$ 834,267
Other Funds		727,837
State Service Charges		4,547
Total Estimated requirement		$1,566,651

D To provide City's General Fund contribution to comply with Charter Provisions, based upon estimates submitted by the Health Service System as follows:

City matching contributions	$422,938
Contribution for administration	121,884
Retired members subsidy	194,400
	$739,222

Charter Section 172.1.11 was amended by the voters at the election of November 7, 1961 to provide that the City shall pay the costs of administration and retired members subsidy.

Reference to Sheet 2

Index "A": Salaries are at rates established by annual salary ordinance 1961-1962 No. 130-61

Reference Sheet 3

"B": Overtime--Night meetings and training classes requiring attendance of Rescue & First Aid Technician $150. will be required for the coming year 1962-1963.

"C": No new auxiliary police reserve uniforms are included in this budget estimate. However, many clothing items, some now ten years old, can be salvaged by repair. Cleaning is the member's responsibility, but must be undertaken by ourselves on separation, and prior to reissuance. Inasmuch as shirts are issued to individual members in duplicate, the laundering needs when they are surrendered presents a particular expense.

"E": The office equipment located at the Control Center such as typewriters, timestamps, etc. should be cleaned, adjusted and tested regularly and repairs performed, when necessary, in order to keep them in an efficient working order.

"F": The same amount as allowed in fiscal year 1961-1962 will be needed for local fares for calling on various businesses, places of meetings, newspaper offices, etc.

"G": Moving $50.: This is the estimated cost of moving first aid stations and casualty stations as required by changes in building management.

"H": Travel Expense: For the Director and certain members of the Disaster Corps staff to attend necessary State and Federal meetings and demonstrations, Berkeley, Walnut Creek, Los Angeles, Sacramento, Santa Rosa and out of the State, etc., as required, and for the attendance of the Director of the Disaster Corps or staff representative at State Assembly, Interim Committee and County Supervisors Association Meetings at Locations to be set by these organizations.

"I": Maintenance & Repair - Auto Equipment: $350 will be needed for the fiscal year. Two cars and trucks will be used by the Disaster Corps. They are: 1951 Ford Station Wagon; 1957 Chevrolet 4 door Sedan; 1952 Reo. 6 Rescue Truck and 1946 White 12 Cylinder Bus.

"J": Maintenance & Repair - Office Equipment: Covers 15 typewriters, one adding machine and one Niagara Duplicating Machine. These are older type of machines and need repair as well as regular maintenance - Duplicating Machine, monthly; Typewriters, quarterly.

"K": Services of Purchaser's Reproduction Bureau: Reproduction of vouchers for matching funds applications, Family Plan, Diagrams, etc. for the information of officials and the general public will cost at least $300 for the fiscal year.

"L": Electric power for Ferry Building Air Raid Siren will amount to $25.00 for the fiscal. This must be paid in accordance with contract.

Reference to Sheet No. 3

"M": Heat, light & power: This amount was recommended by the Heat, Light & Power Bureau.

Reference to Sheet 3

"N": Telephone & telegraph: Cost of Bell and Light receiver at Central Fire Alarm Office is $32 per annum. Cost of other phones and lines and messages, $11,600 per annum.

"O": Telephone installation: The moving of telephones, telephone lines and siren lines due to changes in buildings will be $100.00 for the fiscal year.

"P": Postage: Postage is estimated to amount to $2,600. An accelerated program for the placing of information into the public's hands in the coming year by mailing instructive pamphlets and shelter plans to business and the public.

"Q": Film Badge Service: Estimated to amount to $15. for the detection of exposure to radiation.

Reference Sheet No. 4

"R": Subscriptions $145. Due to increase in subscription prices, this will be the actual cost of the required subscriptions.

"A": Janitorial Services: For tha cleaning of the Control Center after neceasary teste - The amount raquired will be $90.

"B": Other Contractual Services $150: This amount ia needed for servicing of Reacue Equipmant and Servicing of Trsining Equipment.

"C": Public Information Printing snd Distribution $1,000. Thia ia for the preparation of printed and other material and its distribution needed to inform the general public. It would include leaflets, telavialon cards, diagrams, maps, and visual aids. Modern weapons make it essential that the individual know what ha must do for hia own protection. Our public educstional program of four yesrs sgo was very successful. Experience hss shown that instruction snd information must be continuslly repestad.

"D": Miacellaneous contractual servica: $50 for the csre and maintensnce of toole used in rescue training.

"E": Use of amployees' care $300. At the preaent time employees of the Disaster Corps are using their parsonalcars for official business, but are not being reimbursad. It ia necessary to viait various buildinga, Rescue and First Aid Stations, communications facilities, and to make trsnsportation surveya:

A. G. Cook	Buick Sedsn	500 miles per annum
A. X. McCauslsnd	Ford Sedsn	700 miles per annum
Chief Cummins	Chavrolet Sedan	6,000 miles per annum
Lt. Wm. Bsst	Packsrd Sedan	100 milee per annum

Reference Sheet No. 5

"F": Wearing apparal: $3113. - Fire Reserve -

50 psir "Turn-out" rubber boots	$775.00
50 "Turn-out" fire coats	988.00
50 pair "Turn-out" fire pants	800.00
50 fira helmats-fibra glsss	550.00
TOTAL	$3113.00

"F": In sddition to engaging in practice drilla snd other incidenta, Auxiliary Firemen actually respond to and work with regular members of the San Prsncisco Fire Department at greater slarms of fire. (large firee). This protective clothing ia requasted in ordar thst these firemen msy be protectively dressed while performing thair dutiea. It will replace protective clothing issued to members of the Fire Reserve about 10 yaars sgo. It ia urgently needed.

Auxiliary Police Reserve

"G": Traffic flares $119.00. The Police Reaerve participation in thirteen traffic checks annually, esch at thrae locations. Flarea sra indispenaible for both safety snd oparating purposea. Customarily about one and one-half grosa of fifteen minute flsres sre uaed at each traffic check. Twenty-minute flares will be purchased from thia allotment.

"H": Police Box Keys $60.00 - These keys are s standard part of equipment and urgently needed.

"I": Electrical supplies $240.00. For 50 flashlights snd 2000 flaahlight batteries. Inasmuch aa s major proportion of Police Reserve work conaists of night details, the need for flaahlights snd batteries is obvious. Quantity specifiad is bsaed upon an annusl allotment of 4 or 5 batteries par active member snd are urgantly needed.

"J": Ammunition: $1,000.00 - Applicants are trained snd members sre retrained in the use of their service ravolvers continuously. Powder, lead and primers are needed in producing the reloaded ammunition. Police Depsrtment parsonnel and facilitiea sre employed in the task. Past sppropriations have been grossly insufficient for supporting the activity.

"K": Oil and lubricants, $10.00 - Powder solvent, cleaning brushes, snd gun oil sre naeded for servicing guns owned by the Police Department following each firing by Raaervc members.

"L": Cleaning & janitorial supplies, $25. For the Police Reserve Stations - The same as last year.

"M": Wearing apparel - Decrease $926. This is the amount allowed and used for the purchase of wearing apparel last year.

"A": Recreational Supplies $25. This is the same amount allowed and required last year.

Director's Office, Page No. 5

"B": Builders & miscellaneous hardware $30. For display racks dispensing literature to the general public. Having these racks within handy reach of the public saves the expense of mailing pamphlets requested by the public.

"C": Fuels, illuminants & lubricants $600. Four cars will be used by the department in the next fiscal year. This is an increase of one 12 cylinder Bus License E56891. Gas and oil funds in the amount of $600. will be required for the four cars.

"D": Drygoods: $40. Cheese cloth and wiping rags are needed for cleaning mimeograph machine, finger printing ink, etc. This saves sheets of stationery which would otherwise be spoiled.

"E": Bottled Water: $53. This is the amount requied for the bottled water contract for the next fiscal year. We have been without water since September, 1961 due to renewing contract.

Refer to Sheet No. 5, Director's Office:

"F": CITY DIRECTORY: The City Directory on hand is obsolete as it is the 1958 issue. A current copy is urgently needed and would be much used in looking up the addresses of volunteers and members of committees.

"G": STATIONERY & OFFICE SUPPLIES: $2,000. These supplies will be needed in this amount in the coming fiscal year to furnish businesses and the general public with necessary information.

"H": PHOTOGRAPHIC SUPPLIES: $150. For films, photographic papers and drafting supplies for training purposes and evacuation plans.

"I": MAPS: $25. Furnished to businesses and schools showing evacuation routes, emergency stations, etc.

"J": STATIONERY WITHDRAWALS: $165. This amount will be needed for the coming fiscal year.

Refer to Sheet 6, Director's Office

"K": RECORDING TAPE $10.: Tape to record the minutes of Mayor's Citizens Committee and other meetings as required.

Refer to PLANT PROTECTION, Page 6

"L": MISCELLANEOUS HARDWARE: $100. For shelter signs and hangers to indicate public shelters. These signs are needed for new shelters and to replace worn out signs.

"M": RECHARGES FOR FIRE EXTINGUISHERS: $189. Used in training demonstrations:

Item #1 - 24 soda & acid recharges @79¢	$18.96
#2 - 8 - 10# chemical dry powder recharges @$2.10	16.80
#3 - 12 - CO2 exchange cartridges for 15 oz. dry powder extinguishers @$2.50	30.00
#4 - 3 - CO2 cylinders for refilling 15 #CO2 extinguishers @$4.50	13.50
#5 - 24 - carbon-tetrachloride, 1 qt. recharges, @$1.25	30.00
#6 - 1 - new 15# CO2 extinguisher for instruction and training demonstrations	72.00
	$181.26
Add Sales Tax	7.25
	$188.51

Refer to Reacue & First Aid - Page 6

"FA": REPLACEMENT PARTS: $20.00 For rescue equipment used in training.

"FB": SMALL TOOLS: For replacement of tools lost by theft at Visitation Valley School from a reacue set atored there. Police report #59674, dated 7/24/60. These tools are property of the State and must be replaced in accordance with agreement. See OCDM Administrative Manual M25-1, July, 1959, Page 1-13, Section 1701-4J which reads in part, "If Civil Defense equipment procured either by OCDM or the State is consumed, lost, damaged, or destroyed after delivery, the political subdivision shall promptly make replacement." Cost, $68.00

Refer to Sheet No. 6, Reacue & First Aid:

"FC": ELECTRICAL SUPPLIES - $195.: To replace worn out batteries: 84 neo safety flasher batteries Model 100 EW--$138.60
Add Sales Tax----------5.54
$144.14

"FD": PAINT & PAINTER'S SUPPLIES: $10. To prevent rust of equipment and put identification on same.

"FE": FUEL & LUBRICANTS: $469. Oxygen cylinder and valve servicing. For test - refill - valve repair or replacement on 66 cylinders used with oxygen - acetylene cutting equipment.

"FF": ORYGOODS: $25. For wiping rags used in care of treining equipment.

"FO": PHOTOGRAPHIC SUPPLIES: $10 Film used for training photographs.

Refer to Sheet No. 7: FIRE RESERVE:

"FH": One class "A" automobile equipped with red lights and siren $2,550.00
The Chief of the Fire Reserve is at the present time without means of transportation while performing his duties. This has proven to be a handicap. In the event of natural disaster or of enemy action during wartime, it would be virtually impossible for the Chief to properly supervise, coordinate and to lead the Reserve without transportation.
The Fire Reserve is presently composed of approximately one hundred active members and two hundred inactive members. Mobile equipment consisting of twenty-nine, five hundred gallon per minute pumping engines equipped with the necessary appliances and tools to extinguish fire. The pumping engines are stationed in regular fire houses located in all sections of the city. The Chief inspects the equipment of the Fire Reserve and makes such recommendations and suggestions as he deems necessary regarding its maintenance and over-all efficiency. Due to the many different locations where the mobile equipment is quartered, the Chief requires transportation in order that he may properly and with dispatch perform his duties.

"FI": CIVIL DEFENSE BREST BADGES: 165, cost $858.00: Members of the Civil Defense Fire Reserve Corps are in need of adequate identification. During times of disaster, they will be operating as an emergency service. Members of the Fire Reserve in addition to performing service during natural or wartime disasters, assist the San Francisco Fire Department during the course of multiple alarm fires. At any large fire or disaster, it is imperative that Fire Reserve members be properly identified as Fire Reserve members. This identification is necessary in order to keep unidentified persons from entering disaster areas or the scenes of conflagrations and committing sabotage or looting or both:
In the Fire Service, identification is established through the medium of brest badges.

Refer to Sheet No. 7, AUXILIARY POLICE RESERVE:

"FJ": RADIATION METER BOXES: $260.00: 75 BOXES
For nine years radiation detection instruments have been carried in Police Department vehicles, the task of radiation detection having been assigned by the Disaster Council to the Police and Fire Departments. No adequate means for transporting the instruments has been made available, presenting an added problem in proper maintenance of the devices. Accordingly a wooden box with foam rubber lining for each instrument is requested. Upon being obtained, the containers would be fastened to the floor of car truck compartments.

Refer to Communications:

"AA": MOBILE PUBLIC ADDRESS SYSTEMS 100: Cost $20,800:
Under emergency conditions, especially nuclear attack or accidental nuclear explosions, dissemination of information to the public would be of paramount importance.
The Mayor's Citizens Committee recommendation is as follows:
"Because normal radio, television and telephone service might be interrupted during and following a major disaster, it is recommended that additional public address units be acquired. These could be installed, when needed, in trucks or autos to keep people informed, to control panic, to maintain order and for traffic direction."

"BB": AIR RAID SIREN - ONE - $950.00:
Presently, there are fifty-three electrically operated Air Raid Sirens at various locations in San Francisco. It is the responsibility of the Communications Division to maintain the sirens in an efficient operating conditions. Often it is necessary to remove a siren to the Department of Electricity shop for periodic maintenance which may leave the area void of siren alerting or attack signals for several days.
Under present procedure when a siren is in need of maintenance or rehabilitation, a Line Crew is dispatched to remove the siren, return it to the Department of Electricity Shop. When maintenance is completed, the Line Crew is again dispatched to re-install and test the siren.
If a spare siren were available, removal and installation could be accomplished in one operation thereby saving much valuable time and the area would not be left void of alerting signals. A spare siren will also make it possible to rotate the installations and therefore keep the over-all efficiency and dependability at a much higher level.

"CC": CONTINGENT FUND FOR PURCHASE OF SURPLUS EQUIPMENT: $500.00:
Federal Surplus Equipment is often available to eligible Governmental entities and other organizations at extremely low prices. In order to take advantage of the offer, arrangements are required to be made in advance, first come, first served. Often, there are items such as Generators, Flood Lights, Reels of Field Communications Wire, etc. that, in the aggregate, would require the amount requested.
A contingent fund was suggested by the Mayor's Citizens' Committee for Civil Defense

Refer to Sheet No. 7, COMMUNICATIONS:

"DD": STATE OF CALIFORNIA, FIRE NET RADIO EQUIPMENT:
The State of California has recently put into operation an Area Fire Net with repeater station located on Mt. Tamalpais. This compliments the State's Regional Net with repeater station located on Mt. Diablo. Presently, San Francisco is associated with these Fire Nets through a State Unit installed at the Central Fire Alarm Station.
In order that San Francisco may take full advantage of these established microwave systems, the Director of Disaster Operations should have available a dual frequency transmitter/dual frequency receiver located in the Central Radio Station Civil Defense Bay.

"EE": TAXICAB RADIO SYSTEM - 150 Mc/s Band: $3,200.00: To INCLUDE:
1 - 150 mc, 50 w, three frequency transmitter with coded squelch
3 - 150 mc, Receivers with coded squelch
1 - Cabinet, floor mounted to house transmitter, receivers and power supply
1 - Extended control Console with individual speaker for each receiver, individual volume controls, microphone, modulation meter and indicator lights.
1 - Antenna System to include installation

During 1953, a radio communications system for Civil Defense Liaison with the radio equipped Taxicabs of San Francisco was installed at the Youth Guidance Center to provide radio controlled transportation during emergencies, or war-caused disaster. Since 1953 the Taxicab Companies have continuously increased the number of radio-controller taxicabs and presently have in operation in San Francisco an excess of 275 cabs operating in the 150 Mc/s Band.
The original equipment has served its purpose, but due to the advancement of equipment technology and the imposing of more rigid, technical standards by the Federal Commission, the equipment, by November, 1, 1963, will no longer meet FCC Regulations. Since the installation of the original equipment the Taxicab Companies have modernized their equipment or replaced it with new equipment to keep abrest with Communications developments. "Tone-Control" has also been added to prevent interference from other stations.

Refer to COMMUNICATIONS - Sheet 7

"A": TAXICAB RADIO SYSTEM - 150 Mc/s Band: (continued from Sheet Number 5)
This, unfortunately, makes our equipment incompatible with the Taxicab System without further modification of our equipment. A recent telephone conversation with representatives of the General Electric Company, manufacturers of the equipment, affirmed the fact that, due to the obsolescence and design of the equipment, the manufacturers no longer supply parts or conversion kits for this equipment and advised replacement.
The continued growth of the Taxicab Companies is assured. It is estimated that in the near future, four to five hundred radio-equipped Taxicabs will be on the streets of San Francisco and therefore, continued liaison communications is advisable.
If and when new equipment is purchased, the Communications Division plans for the installation to be at the Central Radio Station, which, in itself will be a tremendous communications advantage over the present site.
The new equipment should be a three-frequency transmitter to operate in the 150 Mc/s Band and three individual receivers, in order that messages may be received simultaneously. The transmitter and three receivers are to be mounted in a single cabinet. A single extended control unit will be installed in a suitable Bay at the Central Radio Station.

"B": TAXICAB RADIO SYSTEM: 450 MC: $1550: To INCLUDE
1 - 450 Mc Transmitter, 50 W with Coded squelch
1 - Receiver, 450 Mc/s with coded squelch
1 - Extended Control Console
Presently, there are approximately two hundred taxicabs operating in San Francisco that have radio communications equipment operating on the 450 Mc/s Band. Due to wide separation of frequencies between the 150 Mc/s and 450 Mc/s Bands, it becomes necessary for the Communications Division to provide communications equipment capable of transmitting and receiving this frequency if it is considered worthwhile to have these extra vehicles under Disaster Corps control during emergencies. Due to the lack of available frequencies for the Taxi Service, any future companies that become licensed for radio communications will likely be in 450 Mc/S Band.
There are also several hundred commercial vehicles that operate in the Bay Area that are radio-equipped on the 450 Mc/s Band. Emergency Disaster Corps communications may be coordinated with these vehicles if communications equipment were available.

"C": CLASS "A" STATION BUS COMPLETE W/CABINETS AND WORK TABLE, HEAVY DUTY GENERATOR AND STANDARD BROADCAST RADIO (CONELRAD). Replacing 1951 Ford Station Wagon, Purchasers No. 134-100; Serial No. HIRH 132186; Mileage 50,569: Used by B. H. Dougherty and assistant, Department of Electricity, Sr. Radio Technician:

Vehicle	$1,998	
Cabinets & Work Table	250	
Radio Receiver (Standard BC)	104	
	$2,352.	
Less Trade In	50.	$2302

The Civil Defense Communications Station Wagon is a 1951 model and its mechanical and body condition is such that maintenance and fuel mileage is beyond good business practice. The Purchasing Department Shop has recommended replacement of this vehicle. Transportation for the Communications Division is a necessity. Each permanent installation associated with Civil Defense is inspected, operated and tested a minimum of once each week. The majority of the installations are in outlying locations. Under present Civil Defense plans, this vehicle is required to respond to designated locations as an emergency communications vehicle. Under the Communications Division's Emergency Deployment of Personnel, this vehicle is required to report to the Civil Center Garage area and would therefore serve as communications liaison from that area: it is equipped with an emergency alternating current power source that may provide emergency power for an outlying Base Station, emergency lights, or small tools. The efficiency of this vehicle is very important to the Communications Division for the maintenance and testing of Civil Defense emergency equipment on a day-to-day basis and would be even more important in event of an emergency or war-caused disaster.

"D": FIRE EXTINGUISHERS: $138: SIX - 5#CO2 @$23. each
Six of the seven extinguishers acquired by the Communications Division of the Disaster Corps under the War Surplus Program in 1954 and listed on the inventory of the Mayor's Department were found to be defective and beyond economical repair when inspected by the American Fire Equipment Company. Civil Defense equipment formerly protected by these extinguishers such as generators, radio equipment, etc. does not meet fire regulations.

Refer to Sheet No. 7 - COMMUNICATIONS:

"A": RADIATION DETECTION SETS: EIGHT: COST $208.: complete with ratemeter, dosimeter, charger and instruction manual.
Due to recent requirements imposed upon personnel who operate or maintain equipment at strategic locations to remain on duty during a Red Alert, or disaster, that may have been caused by atomic weapons, it becomes imperative that radiological monitoring equipment be made available to each location in order to provide some degree of personal protection.
"Personnel should remain on duty at strategic Civil Defense locations during a Red Alert" was suggested by the Mayor's Citizens' Committee for Civil Defense.
It is suggested that a minimum of one general purpose - type, CDO approved radiological monitor be provided for each of eight locations where Communications personnel are required to remain on duty during a Red Alert, or disaster.

Reference to DIRECTOR'S OFFICE

"B": RECORDER: $200.: The uses of a recorder are many, such as recording authoritative civil defense messages, dialogues for filmstrip and slide series, and conveying items of interest to the various units.

"C": PROJECTION TRANSPARENCIES: 500 @ 20¢: $100. Needed for screen projection.

"D": COPYING MACHINE (THERMO-FAX "SECRETARY"): $375.
The purpose would be the immediate preparation of transparencies for projection.

"E": MIMEOGRAPH MACHINE MODEL #438F: Cost $800: REPLACEMENT OF NIAGARA - INV. NO. 02-707, YEAR 1950.
Less trade in allowance - 50
Net Cost $750.

The mimeograph machine now used is in poor condition and needs constant repair. It was a demonstrator, purchased in the year of 1950, and receives a great deal of use. A new machine is urgently needed. It would save on the repair bills and turn out better work.

"F": OVERHEAD PROJECTOR (THERMO-FAX PORTABLE): $350.: A need for facilities to project tables, graphs, diagrams, maps, and other printed materials has long been recognized.

"G": MOTION PICTURE PROJECTOR: $300
The frequent and widespread use of a projector makes another one highly desirable. The Disaster Corps now owns two. Board of Education and Red Cross projectors are borrowed, but difficulty in obtaining them as needed is encountered on many occasions. The Auxiliary Police Reserve uses film projectors frequently enough to warrant its being assigned one for itself.

"H": SLIDE CHANGERS, AUTOMATIC: REMOTE CONTROL (Airequipt): TWO: COST $48
Difficulty is encountered in using the slide projectors because of the necessity for the instructor to remain at the screen. Accordingly, a member of the audience must be trained as an operator at each meeting, with verbal commands interspersed through the lecture. It must be recognized that acceleration of the Civil Defense program would call for an immediately accelerated training program. The value of audio-visual aids as a rapid medium of indoctrination was proved in World War II. Accordingly, while facilitating current training, provision of the listed visual aid equipment would be a step in preparation for unusual training demands entailed by an emergency.

"I": CRANKCASE BLOW-BY-DEVICE: FOR TWO CARS: In accordance with letter from Purchaser of Supplies dated Nov. 1, 1961 - Labor $10.75, material, $5.20, Maintenance $2.25 for each car.
For Chevrolet - 1957 No. A570: 168521 and Ford - 1951 No. HIRH 132186

Refer to Sheet No. 8 - DIRECTOR'S OFFICE:

"J": FIRE EXTINGUISHERS: $81.00: Urgently needed for Control Room at Youth Guidance Center.

2 - 2½ Gal. Neptune or equal	$27.52	
1 - 15 # CO2 General Fire Eqp. #15R	26.20	
1 - 10 # Dry Chemical Fire Eqp. #CP-10	23.90	
Tax	3.11	$80.73

Form 6280

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission MAYOR - S. F. DISASTER CORPS — Index Number 131 — Sheet Number 8

Refer to Rescue & First Aid:

"A": GAS MASKS: Purchased last year F.Y. 1961-1962.

"B": CHEMOX CANISTERS: 24: COST $168.: B45151: For replacement of used equipment and for training.

"C": ACETYLENE TEST GAUGES: $12.00: To test acetylene cylinder presaures on Cutting Units.

"D": GENERATOR 8-A-115: 3000 WATT: Replacement of One Homelite Generator: Stolen from Rescue Set located at Lincoln High School. This equipment was procured under agreement with the State of California and must be replaced. See OCDM Administrative Manual 25-1, Revised July, 1959: Sec. 1701.4 (J) which reads in part, "if civil defense equipment procured either by the OCDA or the State is consumed, lost, damaged or destroyed after delivery, the State (or political subdivision, if applicable) shall promptly make replacement."

"E": CHAINS FOR REMINGTON MALL SAWS MODEL 11E18: 40770C: 9/16 PITCH, .058 TANG: 49.5"LENGTH: 16: COST $384.

"F": FIRE EXTINGUISHER, DRY CHEMICAL 10 LB: 10c ANSUL or 10 DCP Kiddie: COST $46. For Fire Training and Fire & Rescue School use.

"G": INHALATOR and RESUSCITATOR: COST $324.: For Rescue Truck and Rescue School Training.
Twin-yoke "Fetherweight" Emerson Resuscitator Model PC, with flexible connector for cylinder, and 2 type D oxygen cylinders.

Model	$245.00	
Connector	16.50	
2 Cylinders	50.00	
Tax	12.50	$324.00

"H": PORTO-POWER HYDRAULIC POWER TOOL KIT, 4 TON, MODEL AZ 30 or OCDM VIII 156: COST $156. For rescue operations and training.

"I": TYPEWRITER STAND: COST $20: Urgently needed by typist on Public Information work. Much time is lost because there is no typewriter stand for the typing work.

"J": MEMBERSHIP DUES: $63: Membership in United States Civil Defense Council authorized by B/S Ord. No. 9798. The amount has been increased to $52.50. Membership in Northern California Civil Defense and Disaster Organization authorized by B/S Ord. No. 10639, Oct. 27, 1957: $10.00

"K": SERVICES: FIRE RESERVE: 1-H40 Battalion Chief @ $1020.-per month $12,240.

"L": SERVICES: LIBRARY: DECREASE $2,000. The Director's Office was moved from the Public Library Annex on September, 1961. The Public Library charge for services was about $1960 a year. No charge is being made for services in the new office in the New Hall of Justice.

"M": SERVICES - MAYOR'S OFFICE: $2,748 for services at one-half time for one G32, Jr. Administrative Technician. To be furnished in 1962-1963.

Refer to Sheet No. 9: PLANT PROTECTION: ORD. NO. 165-61

"N": SERVICES - ONE BATTALION CHIEF IN CHARGE AT $1,020 per month $12,240.00
ONE LIEUTENANT FOR INSPECTION OF BUILDINGS, AIR RAID SHELTERS, AND DRILLING OF BUILDING EMPLOYEES @$745 per month 8,940.00 $21,180.00

FORM 4550

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission District Attorney

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 141 Sheet Number 1

Reference Index

1-A Resolving of salaries

1-B This sum is necessary for the payment of field expenses for the Special Representative, Psychopathic Division, and the Investigators, in the District Attorney's Office.

1-C Travel Expense (O.E. 206)

Uniform Reciprocal Enforcement of Support Convention
No. of persons to attend 1
Membership authorized by Ordinance No. 10158
Date of meeting not set
Place of meeting Richmond or Williamsport, Virginia
Amount requested $ 350.00

National Association of District Attorneys Convention
No. of persons to attend 1
Membership authorized by Ordinance No. 10158
Date of Meeting August 14, 15, 16, 17, 1962
Place of meeting Philadelphia, Pennsylvania
Amount requested 500.00

National Association of District Attorneys Convention
No. of persons to attend 1
Membership authorized by Ordinance No. 10158
Date of meeting not set
Place of meeting Los Angeles, California
Amount requested 200.00

District Attorneys' Convention
No. of persons to attend 2
Membership authorized by Ordinance No. 10158
Date of meeting not set
Place of meeting not set
Amount requested 350.00 ✓

Various zone meetings and other law enforcement meetings at call of Attorney General
No. of persons to attend 1
Membership authorized by Ordinance No. 10493
Date of meeting At call of Attorney General
Place of meeting Determined by Attorney General
Amount requested 300.00 ✓

TOTAL $1,700.00

Reference Index

2-A There is a deficiency in this account in the current fiscal yearwhich can only be covered by using funds which was appropriated for other expenditures in the contractual account and defer expenditures of lesser importance.

Due to the current amount of expenditures in maintaining the office equipment, it is anticipated that the amount requested will be a minimum amount required for the fiscal year 1962-1963.

2-B This is an exact amount expended for subscriptions. The slight increase is due to an increase in the cost of subscriptions.

2-C Judging from previous and current expenditures for necessary requirements of stationery and office supplies, it is apparant that the amount requested is a minimum amount required for the fiscal year 1962-1963.

2-D These counter stools are needed in our Complaint Division. The deputies in this department are interviewing complainants at the counter in this department for 8 hours each day. We have now added Juvenile Court complaints, which will be processed at the same counter, therefore, these counter stools are necessary.

2-E Our new library in the Hall of Justice has shelves too high for the deputies to reach and this step stool is necessary to select and return books from the top shelves.

2-F These legal file drawers are needed to replace wooden equipment which is over 60 years old. These wooden files are falling apart and are badly in need of replacement.

2-G Same as 2-F

2-H Our master 4" x 6" index card files, which contain all of the records of the Complaint Division, are filled to capacity. These two additional files are neceesary to continue our master index.

2-I State law makes it mandatory that we have a couch in our ladies room. There are no facilities at present.

2-J This furniture is needed to complete the furnishings in the office of the District Attorney.

2-K Same as 2-J

2-L

Electric typewriters (2)	$417.00 ea.		$834.00
Trade-in value on:			
Royal manual typewriter, serial #KMM 3,237,089		$25.00	
Remington manuel typewriter, serial #J 676,449		17.00	
Total trade-in amount			42.00
Net amount requested			$792.00

The typewriters to be traded in were purchased in 1946 and are inadequate and in need of replacement. 2 electric typewriters are requested as replacements in order to aid the speed and efficiency of the stenographers who will use them.

2-M This request does not exceed the amount appropriated in the budget for 1961-1962. This is a routine request for law books to maintain the library in the District Attorney's Office.

FORM 41-50

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission FIRE

BUDGET EXPLANATIONS

Index Number 145

FISCAL YEAR 1962-63

Sheet Number 1

"A" TRAVEL EXPENSE

These funds required for trips to the following (Conventions and Conferences)

International Assn of Fire Chiefs, Toronto Canada	Adm. Code Sec 16.6(6)	Chief of Dept	$465.00
Pacific Coast Intermountain Division International Aeaociation of Fire Chiefs, San Francisco, Calif.	" (Registration only)	Chief of Dept	$10.00
Califoraia State Fire Chief's Assocbtion, Unknown	"	Chief of Dept	$180.00
California City		Supervising Captain	$170.00
California State Dept of Education Instructor's Workshop, Fresno			$170.00
League of Californ ia Citiea, Los Angeles	(Ord. No. to be enacted)	Chief of Dept or his appointees.	$600.00
Legialative sessions & conferences & hearings, Sacramento, Fira Prevention matters of local concern			$1595.00

"B" INSTALLATION OF FIRE HYDRANTS

Estimates are normally based on the predicted installations of 40 hydrants per year @ $250 per installation. To accommodate a backlog of eight required installations in excess of last year's estimate an additional $2000 is requested for the defermenta, making a total of $12,000.

"C" MAINTENANCE AND REPAIR, AUTOMOTIVE EQUIPMENT (CENTRAL SHOPS AND FIRE STATIONS), AND HIGH PRESSURE WATER SUPPLIES

The estimates for these three categories are in totals submitted to us by the Purchasing Department for inclusion in our budget. The detailed computations are prepared by and are available from the Superintendent, Central Shops.

(1)(Maintenance and Repair, Automotive Equipment (Central Shops). Last year's allowance of $198,000 increased after budget adoption to $198,721 by minor wage adjustments and other factors, is recommended at $213,500 by Central Shops. My recommendation is: $210,000.00

(2)(Maintenance and Repair, Automotive Equipment (Fire Stations). Last years allowance of $55,500 is recommended at $57,500 by the Central Shops. My reoommendation is: $ 56,500.00

(3) (Maintenance and Repair, High Preaaure Water Supplies). Last year's allowance of $14,500 is entered in estimte at $15,000 in concurrence with that of the Central Shops. $ 15,000.00

"D" SERVICES OF REPRODUCTION BUREAU

To the regular allotment of $150, sufficient for our routine needs, a reduction from $1000 to $750 is requeated to maintain our training manual production and reproduction or corrective needs. This is below last year's allowances.

"E" GAS AND ELECTRICITY

The Bureau of Light, Heat, and Power haa aubmitted an estimate of $129,130 for the department's needs for 1962-63. As per Controller's Departmental Instruction No. 498 dated August 22, 1961, no alteration in estimate has been made. The estimate, in our files, is dated 12/18/61. It is obvioua that the increaaes in each succeeding year show a far greater percentage being applicable to that for electricity furnished Fort Mason through Pumping Station #2. Though we collect from the U.S. Government for deposit to the general fund as a revenue, the effect upon our own budget is one which reflects to our detriment.

"A" TELEPHONE AND TELEGRAPH SERVICES.

The allowance for 1961-62 was in the amount of $4,633 which provided for partial recurring charges for Engine 22 and Engine 23 and were not used because of construction non-completion. The amount requested for 1962-63 is $6,620, occasioned as follows for services not provided last year:

Computation of Increase

Budget 1961-62			$4,633.00
Engine 22 (222) -	9/1/62 to 7/1/63	- 10 mo.	
	4/1/62 to 7/1/62	- 3 mo.	
		7 mo. @ .40 - $2.80	3.00
Engine 23 (223)	1/1/63 to 7/1/63	- 6 mo.	
	6/1/62 to 7/1/62	- 1 mo.	
		5 mo. @ 6.00 - $30.00	30.00
Fmn Hyd. Gataman (343)	7/1/62	12 x $1.50 - $18.00	18.00
Dispatch Center		12 x $161.30 - $1,935.60	1,936.00
		TOTAL	6,620.00

Telephone Installations: The non-recurring charges for these installations is shown in a separate chart. The charges for Engine 22 and Engine 23 not spent in 1961-62 are repeated; the Pipe Yard installation is new. The charges for Engine 22, Engine 23, and the Pipe Yard installation are $8.00 each. 3 x $8.00 - $24.00

"B" INTERCOM SYSTEMS

To continue the progressive installations of intercom systems in our stations (all new and most reconstructed stations are so equipped) the following are scheduled for 1962-1963 with estimates submitted by the Department of Electricity:

Engine 3	1067 Post Street	$662.35
Engine 8	1648 Pacific Street	756.35
Engine 35	36 Bluxome Street	658.10
Engine 37	2501 25th Street	578.85
		$2,655.65

"C" TRADE MAGAZINE SUBSCRIPTIONS

To continue our current subscriptions the following allowances are requested:

(1) Fire Engineering	(3@ $4.00)	$ 12.00
(2) Fireman, N.F.P.A.		2.00
(3) W.N.Y.P. (N.Y.F.D.)		1.50
(4) Leica Magazine (N.Y.)		1.00
(5) Fire Station Digest		3.00
(6) Harvard Business Review-Harvard Univ.		10.00
		29.50

"D" PEST CONTROL

Entered as a separate category (OE-256) because of increasing needs born of experience and formerly paid from funds in the miscellaneous category, $250.00 is entered in recommendation.

"E" PROMOTION OF FIRE SAFETY

Customarily, our $2,000.00 request for the National Safety Council's Fire Prevention activities is reduced to an allowance of $1,000.00 as a final appropriation. In compliance with their request and in support of their objectives, I submit their $2,000.00 request in recommendation.

"A" EXAMINATION OF NEW MEMBERS

The examinations for each new probationary member is $13.00 (medical $5.50, laboratory $7.50). Assuming not to exceed 40 appointments in the H-2 class in 4 classes of 10 each and not to exceed 5 in the R-202 class, an appropriation request of (45 x $13.00) $585.00 is entered. This is $130.00 over last year's allowance which accommodated fewer appointments.

"B" RESCUE BREATHING APPARATUS SUPPLIES

To provide funds for parts to maintain our Rescue Breathing Apparatus in first-class operating condition the following amounts are requested for use in an as needed basis:

Scott Air Parts - Assembly & Regulator - $700.00
M.S.A. Parts - Assembly & Regulator - $300.00

"C" RESCUE EQUIPMENT SUPPLIES

5 - Chains, Remington Rand Chain Model 11E18 Stock #2120 49" (Trucks, 1,3,4,6,9, & F.B. 1) Spares for fire duty service (Available, Ridley Co. 376 - 5th St. S.F.) 5 @ $22.50 / Tax - $117.00.
4 - Oxygen Cylinders, 22 cu. feet for emergency refill on company exchange basis (Available: National Welding Co. 218 Fremont Street). 4 @ $33.00 / Tax - $138.00
2 - Acetylene cylinders - 10 cu. Feet Model 41C for Pak-cut burning units - for emergency refill on company exchange basis. (Available: National Welding Co. 218 Fremont St.) 2 @ $16.50 / Tax - $35.00.

"D" SAFETY EQUIPMENT SUPPLIES

To maintain the supply of gloves for hand protection during the fiscal year - 40 dozen pairs of Vinyl Impregnated Non-slip gloves @ $11.00 per dozen pair - $440.00 / 4% Tax $18.00 - $458.00.
By California State Safety Order #3291 goggles for each fire fighter, as for gloves, must be provided. 1618 pair "Welsh Zephyr" flexible #1072A, elastic head band, safety goggles are requested @ $1.50 each - $2,427.00 / 4% Tax @ $97.00 - $2,524.00. In the following years, replacements only will apply.

"E" BADGES

For the purchase of new breast badges for the Fire Reserve (an important morale factor) to be designed in a style matching regular badges, $375.00 is requested for 75 badges of varying ranks.
As for last year, $150.00 is requested to provide funds for replacement of lost badges; the loser pays for the badge and receipts are deposited as a revenue

"F" GASOLINE

With bills for only 3 months of 1961-62 available the averages are running $2,500.00 per month. This does reflect the extreme demands of October, November and December when heavy service occurred. On the presumption that averages will adjust themselves, including Central Shop charges, an estimate of $31,000.00 is entered. Rate changes should not materially affect this estimate. To allow for the heavier than usual demands, based upon second quarter experience, an additional $1,000.00 is added for more realistic estimate.

"G" FUEL - DIESEL OIL

The lack of experience found our 1961-62 estimate for diesel fuel for the gas turbine triple combination pumper sorely underestimated. Based upon even limited experience to date, and projecting known operating costs, an estimate of $690.00 is entered for 1962-63. It will require an additional year to stabilize estimate through experience.

"H" FIRE STATION SUPPLIES-JANITORIAL

The appropriation of $8,250.00 for 1961-62 will meet our needs and is repeated here with an increase of $250.00 to allow for suspected price increases in many of the vast number of articles procured under this category.

"I" PROTECTIVE EQUIPMENT SUPPLIES

To continue supply of protective clothing to officers and members, a Department of Industrial Relations requirement of the State of California and supported by City Attorney's Opinion #1196 of 12/1/60, the requirements for 1962-63 are estimated to be $18,000.00. This is predicated upon an average of 250 sets @ $70.00 each (helmet $17.25, coat $24.00, trousers $16.40, boots $11.60) as per contract proposal

#2175 ending 10/31/62 with $500.00 for apare parts and repairs. This $1,500.00 monthly allowance should cover highly unpredictable replacement needs and provide outfits for new members and yet permit flexibility as to need in the number of articles of each type.

"A" BOTTLED WATER

Because of a change in aervice in the Division of Fire Prevention and Investigation (diacontinuance of a filter aervice @ $7.50 per month paid from miscellaneous and aubstitution of bottle service) last year'a allowance of $180.00 ia increaaed to $220.00 in raqueat.

"B" CITY DIRECTORY (OE-370)

To replace our latest City Directory, last allowed in 1957 a request of $100 ia entered.

"C" REGISTER TAPE

Upon the baaia of increaaed alarms and attendant bell aignals, last year's astimate and allowance of $945.00 in increased to $1,015.00 or 10% in waight purchaae from 2800 lbs. to 3100 lba. (3100 lbs @ .315 per lb. + 4% tax)

"D" IDENTIFICATION CARDS

For film for Polaroid Camera to photograph 1709 membera for identification carda and for operating aupply. 250 rolla (8 exp. per roll) Polaroid #47 (10 sec. film) @ $2.25 per roll + tax - $575.00. Lamination material - (Scotty Eng. Co. 78 - 1st St.) P.V.R. - 5000 3" X 4" sheeta @ $2.77 per 100. $138.00 + 4% tax - $145.00. (Availatle: Scotty Eng. Co. 78 - 1st Streat)

"E" TRAINING FILMS AND VISUAL AID SUPPLIES

To have an appropriat on available for purchase of commercially produced training films, when of va lue and when issued, laat year's allowance of $350.00 is reduced to $250.00. For Vu-graph overlays in the continuous training program, a repeat of last yeara allowance fea the requir ed materials to produce them is requested in the amount of $150.00.

"F" PHOTOGRAPHIC SUPPLIES

Becauaa of vast increaaa in photographic activity, eatima ted at 40% over 1961-62, an increase in allowance of $250.00 to $800.00 is requested.

"G" FILING CABINETS

1 - For Asa. Chiefs, Div. #1	$90.00	To replace old and deteriora-
1 - For Batt. Chiefs, Diat. #1	$90.00	ted cabinets.

"H" TABLES - FIRE FIGHTING SERVICE

2 Officers Tablas - Engine Co. 16 $50.00

"I" DESKS - SPECIALIZED AUX. SERVICE.

To harmonize wth new furniture recently installed in the Cental Fire Alarm Station for the Department of Electricity, the following is requested for the Bureau of Asaignments: 2 flat top deaks, steel 60" x 34", linoleum top, Gray #642, Serial 760341, available Yawman & Erbe San Francisco, 2 @ $175.00 each, incl tax - $350.00

"J" TYPEWRITERS

To replace deteriorated and aged typewriters as follows:

District #2 Underwood S4357300-14 Ident. #10-8649
District #1 Underwood S146769606 Ident. #10-476
Division #1 Underwood S146769728 Ident. #10-200
With atandard 15" typewriters, 3@ $220.00 - $660;00

To replace the following long carriage typewriter which is causing constant and costly repairs: Division of Fire Prevention and Investigation - Remington S52306930 Ident. #10-448 with 1 - 27" long carriage typewriter @ $270.00

"K" PHOTOGRAPHIC EQUIPMENT

To relace 9 year old Rollei-flex camera, now worn out, a Rollei-flex Model 2.8 with carrying case, Model 2.8 lens hood, 1 skylight filter, 1-K2 yellow filter, and 1 Rollei Penta prism ia requested - $440.00

"L" GAS RANGES

For deteriorated stovea in E-5; E-21; E-23; E29; E-41. 5 @ $416.00 - $2,080.00

"A"	PEGGING BOARDS	To replace deteriorated pegging boards in E-5; E-22?;E-42; E-48. 5 @ $254.00 - $1,270.00
"B"	PORTABLE PUMPING UNIT	To replace badly worn pump being used by the Hydrantman-Gatemen, a replacement Homelite #853-11, 300 GPM or acceptable equal pump @ $400.00 plus 4% tax of $16.00 - $416.00 is requested.
"C"	TRIPLE COMBINATION PUMPERS	To replace two pumping engines: 1932 La France Single Stage Pumper #62 Lic 56631, and 1932 Mack, Par. Series, Pumper #63 Lic 56632, two triple combination pumpers are requested. Estimates are based on contract prices awarded April 18, 1961 for 1960-61 purchase of two pumpers @ $31,500.00 each to which $1,500.00 each is added to allow for price increases. Awards for 1961-62 budget purchases havenot yet been made.
"D"	AERIAL LADDER OR SNORKEL (1928 KLEIBER TRACTOR- Motor No. #15H57883) (1910 LA FRANCE TRAILER Identification No. #4538)	To replace city service truck (Tractor and Trailer) 1928 Kleiber Tractor #30 and 1910 La France Trailer #22. One aerial ladder (or Snorkel if engineering deficiencies are overcome) is requested. Estimates are based on contract price awarded April 18, 1961 for the 1960-61 purchase of an aerial ladder @ $57,200.00 to which $1,300.00 is added to allow for price increase. Award for the 1961-62 budget purchase has not yet been made.
"E"	HYDRANT TRUCKS	To replace two hydrant trucks: (a) 1931 Ford Dump Truck #19 (b) 1942 GMC Flat Body Truck #2, the following are requested: 2 - Model F-250 Pickup, Styleside, body 96.2" x 76.6": (1931 Ford Dump Truck #,9-Motor No. AA4627516- - GMC Truck-Mot. No. C228119438) 122" wheel base, or acceptable equal @ $2,350.00 + 1 Payne Dean Power Gate Operator $1,875.00 = $4,225.00 x 2 - $8,450.00
"F"	CLASS "A" 2-DOOR SEDANS	Pursuant to thereplacement policy of the Purchaser of Supplies for vehicles 6 years of age or with mileage of 60,000 and at Purchaser's recommended prices, the following are recommended for replacement:

		Mileage
1 - 1956 Chevrolet Coupe #419 Lic. 83392		32,120 on 12/1/61
2 - 1956 Chevrolet Coupe #418 Lic 83886		48,200 on 12/1/61
3 - 1955 Ford	Coupe #101 Lic. 57675	57,288 on 12/1/61
4 - 1955 Ford	Coupe #101 Lic. 57673	56,625 on 12/1/61

4 @ $2,200.00 - $8,800 (based on Purchaser's recommendation of $2,075.00 / $80.00 for alternator and allowance of $45.00 per car for special paint. At these estimates, allowances for siren and red lights, whether included in bid proposal or neceasarily purchased separately, are provided.

"G"	1 - CLASS "B" 4-DOOR SEDAN	1955 - Buick Sedan #414 Lic 56557, Mileage 37,238 on 12/1/61
"H"	1 - CLASS "B" 2-DOOR SEDAN	1957 - Buick Coupe #430 Lic 91854, Mileage 58,438 on 12/1/61
"I"	1 - CLASS "C" 4-DOOR SEDAN	1955 - Buick Sedan #415 Lic 56555, Mileage 58,371 on 12/1/61

Estimates for the above 3 cars include required accessories whether provided with bid proposal or neceasarily purchased separately.

"J"	HOSE - 2 - 3/4"	To maintain our policy of 5 years of 1st line service in downtown companies followed by 5 years of service in 2nd line or outlying companies, the following is requested for replacement: 14M ft. @ $1.85 per ft. estimate - $25,700.00 / 4% tax of $1,028.00 - $26,728.00
"K"	HOSE - 1 - 1/2"	To maintain our similar policy as for 2 - 3/4" hose but based on a total of 5 years of service life, the following is requested for replacement: 8M ft @ $.85 per foot estimate - $6,800.-- / 4% tax of $272.00 - $7,072.00. Part of this will compensate for inferior hose purchased under 1958-59 appropriations which has failed to meet service requirements.

"A"	SALVAGE COVERS	To maintain the adequacy of salvage covers 25 covers, as for last year, are requested to continue the established policy of 14 years of first-class useful life with 14 years of reserve life before each of our 700 covers in service needed be condemned. With no purchase order available from 1961-62 purchase of a similarnumber, the cost of $50.00 per cover is entered. With sales tax of 4% a total of $1,040.00 is requested.
"B"	OFFICE FURNITURE	3 - Library tables (Eng. 4 Eng. 12 Eng. 38) for study room purposes: $264.00 1 - Portable typewritar stand for use with and matching replacement desks in the Bureau of Assignments; gray #642 model #6002 Tiffany Stand Co., available Yawman & Erbe, S.F. 35.00 $299.00
"C"	FILING CABINETS	1- Steel 4-drawer legal size filing cabinet is requested for the Division of Fire Prevention and Investigation because of increased work load and expanding records.
"D"	HOSE LOADING TABLES	For new company construction in Eng. 22 and Eng. 23 using hose dryers instead of hose towers.
"E"	ELECTRIC WALL CLOCKS	For companies not now so provided: 9 - 1 for Eng. 2; 3 for Eng. 4; 5 for Eng. 12. Not provided at time of reconstruction.
"F"	OFFICE MACHINE	For more appealing products of publication in booklet form for public distribution: 1 Combo Punch and Binder, GBC Model 12-P "All Purpose" machine @ $225.00 + $9.00 Tax is requested - $234.00
"G"	CALCULATING MACHINE	For use by the Accounting Division in obtaining more rapid and accurate results in their calculating processes, a calculator, electric, Economy Model @ $775.00 + tax is requested
"H"	PHOTOGRAPHIC EQUIPMENT	1 - Wide angle lens - Model Angulon F6.8 for 4x5 Speedgraphic camera $94.00 1 - 7" reflector, catalog #2747, for Graphflita flash gun (3-cell) $ 9.00 2 - Grafmatic film holders for 4x5 Speedgraphic camera (Avail. Brooks Co.) $60.00 $163.00 For better utilization of equipment on hand under controll of our official photographer.
"I"	VISUAL TRAINING AIDS - EQUIPMENT	For classroom instruction at the Fire College to project photographs, charts or other similar positives: 1 - Opaque Delineascope, American Optical Catalog #3526 with carrying case, glass pressure plate, 2 spare 1000W globes.
"J"	CUTTING TORCH	For use by the Bureau of Engineering and Water Supply (Hydrantman-Gateman) in emergency repairs requiring pipe cutting of high pressure pipe lines before they can be removed from the ground, 1 cutting torch (Arcair) is requested.
"K"	STEP LADDERS	For companies not now having same: 4 - 8' ladders for E. 15, E. 24, E. 28, E. 44. 3 -12' ladders for E. 48 and 3 in reserve.
"L"	MICROWAVE EQUIPMENT	To provide a radio link between the Central Radio Station on Christmas Tree Point and at the remote control operating center in the Central Fire Alarm Station, this equipment is requested. This is the emergency link in case of land wire failure or breakage. It would be shared with the Police Department. This estimate, for the part to be used by this department and prepared for us by the Department of Electricity, is $18,720.00 plus 4% tax @ $749.00 - $19,469.00
"M"	ROADWAY SWINGING REFLECTORS	As a more effective device in lieu of street flares, particularly for freeway response and to standardize allotments for the following companies: 48 for Engine Companies, 19 for Truck Companies, 4 for Rescue Squads, 1 for Tow Truck. In sets of three @ $22.00 per set, 24 sets would be needed and the amount including 4% sales tax would be $550.00

FORM 4150

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission FIRE

BUDGET EXPLANATIONS

Index Number 145. FISCAL YEAR 1962-63

Sheet Number 7

"A"	LOW PRESSURE HYDRANTS	To maintain an adequate stock of hydrants for expected new installations during the coming year. 40 Hydrants @ $600.00 each, including Tax, are requested at $24.000.00
"B"	DRI-CHEMICAL EXTINGUISHERS	To continue our progressive program of outfitting our apparatus with the latest fire extinguisher equipment-- and to satisfy NBFU requirements--12 extinguishers of this class are requested as for last year. Price is firm on basis of 1961-62 purchase order for equal number.
"C"	ELKHART MYSTERY NOZZLES	To complete outfitting the last three of our triple combination pumper conversions - 6 - 1" Model 5200-505 Elkhart Constant Flow Mystery Nozzles are requested. 6 @ $59.00 - $354.00 / 4% tax $15.00 - $369.00 (Last P.O. 95137)
"D"	CAMCONE NOZZLES	To complete outfitting the last three of our triple combination pumper conversions. 6 - Camcone Nozzles, 1-1/2" square thread, are requested. 6 @$76.00 - $456.00/ 4% tax $27.00 - $483.00 (last P.O. 95136)
"E"	MULTIVERSAL NOZZLES	To complete outfitting the last three of our triple combination pumper conversions - 3 - Akron Brass #501 MT are requested: 3 @ $550.00 each (est.) including tax - $1,650.00
"F"	CO^2 EXTINGUISHERS	To continue our progressive acquisition of this type of extinguisher--and satisfy a deficiency charge against us by the NBFU-12 such extinguishers, as for last year are requested. Last year's estimate is repeated in the absence of a 1961-62 purchase order. This will complete our basic needs (new) for this equipment.
"G"	OXY-ACETYLENE KITS	4 - Oxy-Acetylene Cylinder kits (with case) Model 41C Pak-Cut for Trucks 1,3,4, & 6 to complete outfitting all truck companies - 4 - @ $110.00 / tax - $457.00
"H"	RAM BARS (SAMMONS)	To equip our trucks, squads, and several other units with this latest, and most effective forcible entry tool - 25 such units @ $63.00 including 2-1/2 gad are requested. With 4% tax added the amount required would be $1,635.00
"I"	WOODS, CELLAR NOZZLES	To match those in service on truck companies, one for training and a spare for the Bureau of Equipment, 2 @ $60.00 / tax - $125.00 is requested.
"J"	SUBMERSIBLE PUMPING UNITS	For our salvage companies to perform service for which we now have no comparable equipment - 4 - Submersible Pumps (Smithway 911C with carrying handle, mushroom strainer, and 1-1/2" NST female to SFFD square thread @ $217.00 / Tax - $903.00.
"K"	RESCUE BREATHING APPARATUS	To continue the progressive outfitting of our fire apparatus with Rescue Breathing Apparatus the following is requested: 20 units, Scott Air-Pak 6000 A2MS with spare cylinder, pak-alarm, hard hat, and case - 20 @ $330.00 - $6,600.---/4% tax @ $264.00 - $6,864.00. Assignment would be to five converted triple combo. pumpers (E-3, 4, 35, 41, 34) and 5 Truck Companies (T-11,12,14,15,16,17) now equipped with two instead of four units as required by the National Board of Fire Underwriters.
"L"	GRIP HOIST RESCUE KITS	For each Rescue Squad 1 T-20 Gripboist Rescue is requested @ $202.00 each incl. tax. This equipment is ideally suited to specific and difficult rescue operations.
"M"	PORTO-POWER HYDRAULIC POWER TOOLS	To complete equipping our truck companies (Both Rescue Squads and T-7 are so equipped). 9 - Porto Power units, 10 ton, Blackhawk HPZ-25 or equal @ $287.00 each plus 4% tax - $2,683.00. It is proposed to acquire 1/2 in this budget; 1/2 in next budget.
"N"	BOOKS & LITERATURE	Estimated need for books and literature of a permanent nature.
"O"	MEMBERSHIP DUES	One year's Class B Membership dues in the International Conference of Building Officials.
"P"	MERITORIOUS AWARDS	Estimated needs for 10 cases of different awards for rescues of persons at fires.

FORM 6250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission FIRE

BUDGET EXPLANATIONS

FISCAL YEAR 1962-63

Index Number 145 Sheet Number 8

"A"	REDUCTION IN PERSONNEL	Reduction in Fire Fighting Peraonnel from previous Budgat.
"B"	ADDING ONE H-20 LIEUTENANT AND DELETING ONE H-152 INSPECTOR OF FIRE DEPARTMENT APPARATUS	Permanent assignment of Lieutenant who had performed compatently the duties of Inspector of Fira Department Apparatua which is now deleted.
"C"	NORMAL INCREMENT ADJUSTMENTS	Normal Increment Adjustmenta in the Varioua Claaaifications.
"D"	RECLASSIFICATION OF HYDRANTMAN-GATEMAN TO UTILITY PLUMBER	Reclassification of elevan 0304 Hydrantman-Gateman (from Appro. 2.145.110.002) to alaven 7388 Utility Plumbers (to Appro. 2.145.130.000) requeated of Civil Service Commission on 12/26/61.
"E"	DECREASE IN REQUESTS	Decreaaa due to operation of tha Department's tour syatem.
"F"	INCREASE IN REQUESTS	Increase dua to operation of tha Department's tour ayatem.
"G"	INCREASE IN REQUESTS	Increase due to increased aalarias paid temporary help during vacations.

Permanent Salary

A. Assistant Law Librarian, $9,720.00 to $10,200.00

An increase in the annual salary of the Assistant Law Librarian from $9,720.00 to $10,200.00 as of the commencement of the 1962-63 fiscal year has been effected by the following resolution of the Board of Trustees of the San Francisco Law Library:

"RESOLVED: That pursuant to the provisions of Section 151 of the San Francisco Charter, the salary of the Assistant Law Librarian of the San Francisco Law Library, payable by the City and County of San Francisco, is hereby increased from $810.00 per month to $850.00 per month, and from $9,720.00 annually, to $10,200.00 annually, commencing July 1, 1962.

"DATED: October 24, 1961. Robert J. Everson, Secretary."

Permanent Salary

B. Law Librarian, $14,040.00 to $14,760.00

An increase in the annual salary rate of the Law Librarian from $14,040.00 to $14,760.00 as of the commencement of the 1962-63 fiscal year has been effected by the following resolution of the Board of Trustees of the San Francisco Law Library:

"RESOLVED: That pursuant to the provisions of Section 151 of the San Francisco Charter, the salary of the Law Librarian of the San Francisco Law Library, payable by the City and County of San Francisco, is hereby increased from $1,170.00 per month to $1,230.00 per month, and from $14,040.00 annually, to $14,760.00 annually, commencing July 1, 1962.

"DATED: October 24, 1961. Robert J. Everson, Secretary."

Permanent Salary

C. Bookbinder, from $6,888.00 to $7,200.00

An increase in the annual salary of the Bookbinder from $6,888.00 to $7,200.00 as of the commencement of the 1962-63 fiscal year has been effected by the following resolution of the Board of Trustees of the San Francisco Law Library:

"RESOLVED: That pursuant to the provisions of Section 151 of the San Francisco Charter, the salary of the Bookbinder of the San Francisco Law Library, payable by the City and County of San Francisco, is hereby increased from $574.00 per month, to $600.00 per month, and from $6,888.00 annually to $7,200.00 annually, commencing July 1, 1962.

"DATED: October 24, 1961. Robert J. Everson, Secretary."

LINE	CLASS & NAMES	RATE & NO.MOS	TOTAL
6	e) Assistant Law Librarian(1) Harold E. Rowe	850/12	10200
7	e) Law Librarian(1) Robert J. Everson	1230/12	14760
8	e) Bookbinder(1) Ivan W. Shank	600/12	7200
	TOTAL PERMANENT SALARIES 1961-62		$30,648
	INCREMENTS DUE DURING 1962-63		1,512
	TOTAL 1962-63 REQUEST		$32,160

REFERENCE INDEX

A — PERMANENT SALARIES ARE IN ACCORDANCE WITH THE SALARY STANDARDIZATION ORDINANCE. CHANGES IN AMOUNTS ARE A RESULT OF REPLACEMENT OF PERSONNEL AND INCREMENT LEVELS.

B — OVERTIME REDUCTION IS BASED ON EXPERIENCE DURING THE FIRST SIX MONTHS.

C — TEMPORARY SALARIES TO PROVIDE FOR THE REPLACEMENT OF ONE B454 TELEPHONE OPERATOR WHILE ON VACATION.

D — TO ADJUST THE AMOUNTS APPROPRIATED IN ACCORDANCE WITH EXPENDITURES.

E — TO REPLACE CHAIRS NO LONGER SERVICEABLE AS FOLLOWS:

2	CHAIRS, ARM SWIVEL	$120.00
1	CHAIR, POSTURE	40.00
		$160.00

F — TO REPLACE MANUAL TYPEWRITER, WHICH HAS BEEN IN CONSTANT USE AND IS NO LONGER SERVICEABLE, WITH AN IBM ELECTRIC TYPEWRITER. THIS MACHINE IS TO BE USED FOR MAKING MULTIPLE COPIES AND STENCILS.

G — THE EXPENSES OF THE STATE LEGISLATIVE REPRESENTATIVE VARY ACCORDING TO THE TYPE SESSION OF THE STATE LEGISLATURE. THE INCREASED AMOUNT IS TO COVER THE REGULAR SESSION OF THE STATE LEOISLATURE WHICH WILL BE FOR 120 WORKING DAYS.

A. Three additional positions provided by Legislature, effective March 1, 1961. Increase represents the difference between the four months presently provided and amount necessary for full year. No change in rate.

B. Rate changed by Legislature effective Sept. 16, 1961. Increase is amount required to provide for full year.

C. Rate changed by Legislature effective Sept. 16, 1961. Increase is amount required to provide for full year and for annual increments earned.

D. Position currently vacant pending promotional examination. Appointee will start at entrance salary for the classification.

E. Legislature has reduced the number of positions in Class $440-470 from 27 to 18, and has established 15 new positions in the new lower Class $400-430. Amount requested provides for annual increments as earned.

F.

Total permanent salaries, 1961-62	$ 1,194,582
Increments due during 1962-1963	5,828
Other modifications	74,499
Total 1962-63 request	$ 1,274,909

G.

Vacation Relief:	1 Information Clerk	5 weeks @ $410 per month	$ 512.50	
	1 Court Reporter	1 month @ $889 per month	889.00	
	3 Deputy Clerks	3 months @ $400 per month	3,600.00	$ 5,001.50
Sick Leave	1 Information Clerk	6 weeks @ $410 per month	605.00	
	1 Court Reporter	1 month @ $889 per month	889.00	1,494.00
Seasonal *	1 Deputy Clerk	6 months @ $400 per month	2,400.00	2,400.00
				$ 8,895.50

* Preparing Notices, assisting Examinations and preparation of Panel of Jurors for calendar year 1963

H. Replacements for three deputies assigned as acting courtroom clerks for the three additional judges provided by the Legislature.

3 Deputy Clerks	12 months @ $400 per month	$ 14,400	

Replacement for Deputy Clerk assigned newly established duties of Criminal Calendar Clerk to expedite criminal jury trials.

1 Deputy Clerk	12 months @ $400 per month	4,800	

Two Deputy Clerks required because of continuous increase of business in all departments of the court, evidenced by an increase in revenues in the first six months of 1961-62 of more than a quarter of a million dollars over the same period in the previous fiscal year.

2 Deputy Clerks	12 months @ $400 per month	9,600	$ 28,800

I. Increased request is based upon current expenditures.

J. Routine travel

Attending meetings with personnel of other courts and related agencies in connection with clarification of procedures, study and new forms and methods for improving services of the Clerk's Office. Amount requested $ 100.00

1-J cont'd

Official Travel

6 Judges to be designated by the Presiding Judge
To attend the Judges' Conference of California
Membership authorized by Ordinance No.4942, Sec. 1.30
Date of meeting: Sept. 24, 25, 26, 1962
Place of Meeting: Beverly Hills, California
Amount Requested $ 930.00

2 Judges to be designated by the Presiding Judge
To attend the Traffic Court Judges and Prosecutors Conference
Membership therein authorized by Ordinance No. 4942, Sec. 1.30
Date of meeting: to be announced
Place of meeting: Los Angeles, California
Amount requested 250.00

1 Judge to be designated by the Presiding Judge
To attend the Traffic Conference and National Safety Congress
Membership therein authorized by Ordinance No. 4942, Sec. 1.30
Date of Meeting: Oct.28 - Nov.3,1962
Place of meeting: Chicago, Ill. Amount requested 600.00

1 Judge to be designated by the Presiding Judge
To attend the annual convention of the National Association of Municipal Judges
Membership therein authorized by _____
Date of meeting: early November 1962
Place of meeting: Miami, Fla.
Amount requeeted 600.00

15 Judges
To attend the annual Governor's Traffic Safety Conference
Statutory authority: Gov.Code, Sec 29610.1
Date of meeting: January 1963
Place of meeting: San Francisco, Calif.
Amount requested 150.00

1 Clerk or Deputy Clerk designated by the Clerk
To attend the annual convention of the Association of Municipal Court Clerks of Calif.
Membership authorized by Ordinance No. 4942, Sec. 1.30
Date of meeting: Sept.7, 8, 9, 10, 1962
Place of meeting: Berkeley, California
Amount requested 100.00

1 Jury Commissioner or deputy designated by the Clerk
To attend the annual Convention of California Jury Commissioners
Membership therein authorized by Gov. Code, Sec. 29610
Date of meeting: Spring, 1963, to be announced
Place of meeting: Expected to be in San Diego, Calif.
Amount requested: 200.00

$ 2,930.00

A. Requested amount based on estimate of Purchaser's Tabulating Bureau to continue services rendered.

B. No extension of services is anticipated. Amount requested is for non-recurring charges for re-locating existing phones as may be necessary such as in judges' chambers when assignments change and furniture is re-arranged.

C. Increased request is in anticipation of increase in postal rate which appears imminent.

D. 10% increase is based on estimate of The Recorder Printing and Publishing Company, presently furnishing these services, and includes additional services for printing calendars for three additional departments of the court following the appointment of three additional judges provided by the Legislature.

E. Increased request based on current expenditures.

F. Consolidation of traffic departments in the new Hall of Justice permits reduction in number of subscriptions to one.

G. No additional services are requested. Increase is to allow continuance of rental of IBM key-punch machine for full year, $792.00, and for Postal meter $156.00.

H. Increased request necessitated by increase in transcription rates pursuant to action of the Legislature. Gov.Codes Section 70128 as effected by amendment to Section 69950.

I. Room 306, Inner chambers, Department 1, Department of the Presiding Judge, to match existing carpet in courtroom Room 310 and outer chambers, Room 306, "Karaset" all wool Brown-Cold-Cream tweed, N25/3044, 20 sq.yards @ $15.00 per sq.yard, $300.00.

Room 301, Office of the Clerk, 35 sq.yards, @ $15.00 per sq.yard, $525.00.

Room 386, Inner and Outer chambers, Department 4, 30 sq.yds. @ $15.00 per sq.yd, $450.00.

J. Reduction based on current needs.

K. To meet frequent need for checking names and addresses and changed addresses of persons whom the court must contact regarding civil, small claims, traffic matters or service as jurors.

L. Increasing business of the court, higher costs of materials and supplies, and provision for three additional judges makes present appropriation inadequate.

M. 9 Standard Typewriters, 11" carriage, replacing the following:

Serial No.	Age	Serial No.	Age	Serial No	Age
Underwood 11-6324790	14	Underwood 12-6457061	14	Royal KMG 3959401	13
Underwood 12-6456310	14	Underwood 12-6456265	14	Rem. Rand JT 1557621	13
Underwood 12-5456833	14	Royal KMG 3959321	13	Rem. Rand JG 1621364	13

Estimated cost of replacements @ $225.00 each	$ 2,025.00
Estimated Trade-in allowance	90.00
Net amount requested	$ 1,935.00

N. 1 Typewriter, Electric,12" carriage, replacing manual Smith-Corona 2A2225871, 13 years old, to be assigned to the Department of the Presiding Judge because of the need to make numerous carbon copies of memoranda, notices and of letters and directives to the various departments of the court, committees of the judges, and to each judge of the court.

Estimated cost of replacement	$ 425.00
Estimated Trade-in Allowance	10.00
	$ 415.00

A. 1 Cummins Check Endorser, M 472 replacing Cummins check endorser M 250 Age 7 years, in unsatisfactory condition and which cannot be adequately repaired. Normally there would be no Trade-in value on the machine to be replaced, but because of the recent expenditure of $175 for repairs which the vendor recommended should not be done as machine could not be adequately reconditioned and should be replaced, the vendor will make a Trade-in allowance in consideration of the money spent on repairs to the machine to be replaced.

Estimated cost of replacement;	Model 472	$ 1,300.00	
	Brass Date unit, 4 batch wheels	230.00	
	Sales tax	61.20	
	Freight (FOB Chicago) approx	12.00	
	Total cost		$ 1,603.20
Estimated Trade-in Allowance			160.00
Net amount requested			$ 1,443.00

B. 2 step-ladders, metal, 5' height, replacing 2 wooden step-ladders, time of acquisition unknown, in unsafe condition, necessary for obtaining books and Registers of Actions from high shelving in Room 303 and in Room 305, City Hall.

Estimated cost of replacements	$ 50.00
Estimated Trade-in allowance	0.00
Net amount requested	$ 50.00

C. New File cabinet, 7 Drawers, Y & E #2407 to match existing cabinet in moving violations section of the Traffic Bureau for filing of Citations issued by the California Highway Patrol which are different in size from the citations issued by the San Francisco Police Department.

Estimated cost $ 280.00

D. New 1 office type paper cutter, for trimming photocopy paper and general office use.

Estimated cost $ 20.00

A. 110 PERMANENT SALARIES

Due to the work load increase over the years, the need for additional surveys; statistical reports; financing cost estimates, an additional clerical employee is needed. As verified in the J. L. Jacobs Report, the services of a third clerical employee could be more than fully utilized. It is imperative that this employment be added to our staff in the interest of expediting the entire off-street parking program.

B. 120 TEMPORARY SALARIES

The increase of $184 is due to the request for temporary employment of clerical help for annual vacation relief for a period of six weeks. The Authority was handicapped this year by vacation relief for only one employee.

C. 202 EXPRESS, DRAYAGE

Increase - $10. On the experience of the first six months of the current year, this additional amount will be requested next year.

D. 206 TRAVEL EXPENSE

Official Travel

Number of persons to attend: 1
Purpose: Attend International Municipal Parking Congress
Membership therein authorized by:
Authority Resolution No. 267, 12/7/61
Supervisor's Ordinance No. 3-62, 1/4/62
Date of Meeting: May, 1963
Place of Meeting: Rochester, New York
Amount requested: $503

E. 216 MAINTENANCE & REPAIR AUTOMOTIVE EQUIPMENT

Increase - $150. Estimated annual cost for proper maintenance and repair of requested Authority automobile.

F. 231 WATER

Decrease - $80. No longer necessary to pay utilities in new office quarters at 450 McAllister Street, City Hall Annex.

G. 231 HEAT, LIGHT & POWER

Decrease - $230. No longer necessary to pay utilities because of new office quarters at 450 McAllister Street, City Hall Annex.

H. 235 SUBSCRIPTIONS

Increase - $11. Increase in subscription rates.

I. 237 SCAVENGER

Decrease - $43. City pays for this service at new office quarters.

J. 238 JANITORIAL

Decrease - $300. City maintains office at 450 McAllister Street and provides janitorial service.

K. 301 TIRES & TUBES

Increase - $18. Necessary for Authority automobile.

L. 321 FUELS & LUBRICANTS

Increase - $330. Necessary for Authority automobile.

M. 412 PHOTOCOPY MACHINE

Increase - $129. Necessary for more efficient operation of Authority office. Formerly had access to Redevelopment Agency copy machine but, due to our moving to new office quarters and mutual inconvenience, this arrangement is no longer workable.

N. 456 AUTOMOBILE

Increase - $2100. An automobile is requested for the Authority's proper discharge of its responsibilities. The Authority is engaged in an expanding parking program as a vital contribution toward the free movement of traffic and the maintenance of San Francisco's position of commercial and cultural leadership in the San Francisco Bay Area.

N. 456 AUTOMOBILE (continued)

The conduct of this program in both the downtown area and the neighborhood business districts of the City involves the overall inspection of large numbers of proposed new parking sitee and existing parking facilities throughout the City.

The euccess of this program requires that Parking Authority members and etaff maintain a constant and continuous study and survey of each project. Such studies, surveys and inepections require an adequate means of transportation for the purpose which past experience demonstrates can only be provided by the constant and immediate availability of an aesured means of transportation assigned to the exclusive use of the Parking Authority, none of which exists in any presently established municipal motor pool or similar source.

Estimated cost of Class "A" automobile, 4-door Sedan	$2100.00
Estimated Trade-in allowance	0
Net amount requested	$2100.00

A. 811 COMPENSATION INSURANCE

Increase - $10. This item is increased occasioned by an addition in premium.

B. 813 AUTOMOBILE INSURANCE
Increase - $82. This item is necessary in conjunction with the purchase of an automobile.

C. 854 MEMBERSHIP DUES

Increase - $15.

International Municipal Parking Congress Membership - $25.
Board of Supervisor's Ordinance No. 3-62, January 4, 1962
Parking Authority Resolution No. 267, December 7, 1961

Regular membership in The International Municipal Parking Congrese is of distinct and beneficial advantage to the City and County of San Francisco, its citizens and its municipal parking program. This association is a source of valuable technical information on off-street parking of importance and value to this Authority in the conduct of its work.

D. 862 SOCIAL SECURITY PAYMENTS

Increaee - $281. Increase mandatory because of required larger employer matching contribution.

E. 880 RENT

Decrease - $1800. Thie item is decreased due to the fact that we are now tenants in the City Hall Annex, 450 McAllister Street and no longer pay monthly rental.

Form 4330

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission BOARD OF PERMIT APPEALS

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 159

FISCAL YEAR 1962-63

Sheet Number 1

Line No.	Item	
1	A	TEMPORARY SALARIES Salary Increment
8	B	MAINTENANCE AND REPAIRS To Service Typewriter
19	C	STATIONERY For purchase of 6 copies of City Charter and Supplements for Board Members

REF. PERMANENT SALARIES

A Q2 POLICEMAN (73)
The increase of $716.00 is due to automatic increments.

B Q50 SERGEANT (3)
The increase of one position, at $8,736.00, is due to intra-department transfer from the regular Uniformed Force section to the Bureau of Inspectors section and is offset by decrease of one position on Budget Sheet 4, Line 16.

C DIRECTOR OF SPECIAL SERVICES
At present the duties of this position are being performed by a Q60 Captain. The position is authorized, but no funds were required in the current budget.

D Q2 POLICEMAN (1230 positions)
The increase of $10,866.00 is a net increase by automatic increments and normal adjustments of various changes in salary rates due to retirements, etc., and re-hiring at beginning rates.
The total request is calculated as follows:

1077	Positions	641/12	8,284,284.00
70	"	626/12	525,840.00
47	"	606/12	341,784.00
36	"	591/12	255,312.00
	Automatic Increments		12,497.00
* 1230	Positions,	TOTAL	9,419,717.00

*Not more than 25 members occupying positions in the classes of Q2 Policeman or Q50 Sergeant may be assigned to duty as Assistant Inspectors in the Juvenile Bureau, Accident Investigation Bureau, Bureau of Special Services and Intelligence Unit, pursuant to the provisions of Sect. 35.3 of the Charter.

E Q20 POLICEWOMAN (9)
The decrease of $450.00 is due to a rate change only, in connection with a new employment.

REF. PERMANENT SALARIES

F Q30 POLICE PATROL DRIVER (6)
The $1.00 decrease is a clerical difference resulting from a reclassification entry.

G Q50 SERGEANT *(200)
The decrease of one position at $8,736.00 is due to intra-department transfer from the regular Uniformed Force section to the Bureau of Inspectors section and is offset by an increase of one position on Budget Sheet 3, Line 14.

*Not more than 25 members occupying positions in the classes of Q2 Policeman or Q50 Sergeant may be assigned to duty as Assistant Inspectors in the Juvenile Bureau, Accident Investigation Bureau, Bureau of Specail Services and Intelligence Unit, pursuant to the provisions of Sect. 35.3 of the Charter.

H Q50 SERGEANTS (11) NEW
Requests by the various Commanding Officers and heads of units and details set as a minimum the addition of 242 sworn personnel to carry out in an adequate fashion the minimum policing standards required of such unit commanders. These requests were subjected to extremely thorough analysis, and a realistic request is submitted herewith, in an effort to tighten the operations of all units rather than the mere transmittal of a request for additional personnel. With the new reporting system now placed in effect, it is felt that added supervision ofpersonnel controlled by radio will go a long way in performing in a better fashion the request for additional personnel. These 11 Sergeants will be assigned as follows:

9 - 1to each of the district stations, performing radio patrol duty from 7:00 P.M. to 3:00 A.M. on the nights when operation "S" is not in effect. It shall be the duty of these motorized Sergeants to respond to all major calls within the district to ascertain the police action necessary, to designate the police personnel to take such action and to return all other responding personnel to immediate patrol duty. These motorized Sergeants, operating during the peak hours of called for services, are in no way intended to diminish the authority and responsibility of the present section Sergeant. The section Sergeant is responsible for the supervision of personnel in his section and the

REF. PERMANENT SALARIES
(Cont'd.)

investigation and inspection of all licensees doing business in his section. On the other hand, these radio patrol Sergeants will respond to major offenses where police units are dispatched by radio. This particular type of supervision is long overdue.

1 - City Prison, night supervision.

This Sergeant, in addition to other supervisory duties, will replace the City Prison Commander during the periods of time when he is absent from the prison. The Commander of the City Prison had requested 4 Lieutenants for supervisory purposes within the prison, in keeping with the supervisory ranks presently in force in Los Angeles and Oakland, California. This request for 4 Lieutenants has been modified to reflect this request for 1 additional Sergeant for this supervisory purpose.

1 - Sergeant, Bureau of Identification.

At the present time this Bureau is under the command of a Lieutenant of Police. There are no other supervisory personnel assigned. In a unit of such magnitude and importance, it is absolutely essential that an assistant supervisor be present at least during part of the night hours. This Sergeant will also substitute for the Officer in Charge during his absence.

A Q60 LIEUTENANT (1) NEW
This position will in effect be a wholly new position and one which is badly needed in this department. This department operates in excess of 400 vehicles, most of which are operated by different personnel during the various hours of the day and night. Atpresent the supervisor of such vehicles is designated "Inspector of Motor Vehicles". This position will be dropped effective October 1, 1962 if this additional position of Q60 Lieutenant is approved. The present incumbent Inspector of Motor Vehicles will retire on October 1, 1962. Immediately prior to this retirement, his vacation, extra duty time, and unused sick leave will be available to him. It is important therefore that this position of Q60 Lieutenant be made available effective July 1, 1962 to cover this interim transition period, and to allow this Lieutenant to become familiar with his duties prior to actual occupancy in office

REF. PERMANENT SALARIES
(Cont'd.)

October 1, 1962. In keeping with this departments anxiety with reference to motor vehicle accidents and improper operation of emergency vehicles, a man of Lieutenant status is a necessity. A good number of our vehicles are operated by Inspectors or command personnel. In order to efficiently and effectively supervise the operators of all such vehicles, the rank of Lieutenant is a minimum grade in order that this job may be done effectively.

It is the intent that this position deal primarily with the operator of the vehicle rather than the vehicle itself. This department enjoys excellent relationships with the Superintendent of City Shops and the mechanical repair of all vehicles should be left in his hands. The new gas station is functioning as well or better than anticipated and our only problem at the present time deals with the supervision of police operating personnel and not with the mechanical repair of our vehicles.

B B407 STENOGRAPHER I (6)
The increase of $1,155.00 is due to automatic increments.

C B408 GENERAL CLERK-STENOGRAPHER (17)
The increase of $842.00 is due to automatic increments.

D B408 GENERAL CLERK-STENOGRAPHER (11) NEW
Again this Department has surveyed the individual positions occupied by sworn personnel where the duties are or by revision can be made to be suitable for occupancy by civilian personnel, thus releasing the sworn personnel for active police duty.

The following classifications requested in this budget will reflect that 20 civilian clerical personnel in the classifications requested will in fact relieve 34 sworn personnel for active police duty.

1 Clerk Stenographer - Supervising Captain
To relieve 2 men who with modifications of duties can be returned to active police duty.

2 Clerk Stenographers - Traffic Bureau
These 2 stenographers will replace 4 sworn personnel presently doing essentially clerical duties.

REF. PERMANENT SALARIES

(Cont'd.)

1 - Clerk Stenographer - Crime Lab.
This clerk stenographer will allow 2 personnel presently performing essentially clerical duties to perform their initial task of crime scene analysis.

1 - Clerk Stenographer - General Works
To replace 2 sworn personnel presently doing essentially clerical duties.

1 - Clerk Stenographer - Robbery Detail
To replace 2 men essentially doing clerical duties.

2 - Clerk Stenographers - Juvenile Bureau
To replace 3 sworn personnel presently performing essentially clerical duties.

1 - Clerk Stenographer - Narcotics
To replace 1 man presently doing essentially clerical duties.

1 - Clerk Stenographer - Planning and Research
To replace 2 men doing essentially clerical duties.

1 - Clerk Stenographer - Auto Detail
To replace 2 men doing essentially clerical duties

A B412 SENIOR CLERK-STENOGRAPHER (1)
The reduction of $225.00 is a net figure, due to replacing a retired employee by one at a lower rate, and automatic increments.

B B454 TELEPHONE OPERATOR (16)
The reduction of $357.00 is a net figure, due to replacing a retired employee by one at a lower rate, and automatic increments.

C B511 TYPIST I (9)
The increase of $962.00 is due to automatic increments.

REF. PERMANENT SALARIES

(Cont'd.)

D B512 GENERAL CLERK-TYPIST (32)
The decrease of $11.00 is a net figure, due to replacements at rates lower than previous employees and automatic increments.

E B512 GENERAL CLERK-TYPIST (7) NEW
Again this Department has surveyed the individual positions occupied by sworn personnel where the duties are or by revision can be made to be suitable for occupancy by civilian personnel, thus releasing the sworn personnel for active police duty.

The following classifications requested in this budget will reflect that 20 civilian clerical personnel in the classifications requested will in fact relieve 34 sworn personnel for active police duty.

2 - Clerk Typist - Bureau of Criminal Information
To be used essentially for the sale of reports.
This function has picked up a great deal over the past year and it is anticipated that these 2 positions will in fact pay for themselves.

5 - Clerk Typist - Traffic Bureau
Following the complete reorganization of the Traffic Bureau, 12 men are presently doing essentially clerical work which, with a minor realinement of function, could be accomplished by 5 competent clerk typists.

F B516 - SENIOR CLERK-TYPIST (2)
The increase of $200.00 is due to automatic increments.

G Q65 FINGERPRINT TECHNICIAN (5)
The increase of $528.00 is due to automatic increments.

REF. PERMANENT SALARIES

A Q65 FINGERPRINT TECHNICIAN (3) NEW

Each year the State Legislature has imposed stricter requirements on the taking of fingerprints and has also required additional copies of such prints. The Federal Bureau of Investigation each year has requested and sent out more and more information which is classified and filed in the Bureau of Identification. This work load has now reached the point where a minimum of 3 addition identification clerks (fingerprint technicians) have become an absolute necessity. These various requirements, either on a state or national level, are beyond the control of this Department and compliance with such directives is mandatory. These 3 positions will not replace any sworn personnel

B 130 - PERMANENT WAGES
This position of Junior Chef is being transferred to the Sheriffs' Department and will appear on their budget for 1962-63.

C 111.001 - EMERGENCY OVERTIME - CIVILIAN
For needed and necessary Civilian overtime in the taking of statements, etc. and to provide personnel to assist in the jail and telephone switchboard when actually needed.

D 112.000 - HOLIDAY PAY - UNIFORMED FORCE
The increase covers request for an additional $5,000.00 per holiday.

E 112.001 - HOLIDAY PAY - CIVILIAN
More and more functions are being performed by civilians on legal holidays which are not business holidays.

F 113.001 - OVERTIME - EXTENDED WORK WEEK
1 - 48 hour work week for 1-B454 telephone operator required at Police Ring-In Bureau, 4 employees rotating:
(Salary rate, $415.00, extra shift-$28.74
1-8 hr. shift per week (52 x 28.74) equal $1,494.48

REF. PERMANENT SALARIES

G 120.001 - TEMPORARY SALARIES - CIVILIAN
The increase is requested to cover temporary salaries of Jail Matrons, Telephone Operators, and Police Surgeon all on an emergency basis only. The increase reflects actual expenditures.

REF. CONTRACTUAL SERVICES

A 206 - TRAVEL EXPENSE
The Chief of Police and one other, to attend conference of International Association of Chiefs' of Police. This conference covere current problems and new innovations in the police field on a national level.

Chief of Police for special assignments of police personnel to attend specialized courses dealing with police problems and related subjects. Each such attendance at a course or conference to be on recommendation of the Chief of Police, and ae adopted by resolution by the Police Commission. Such courees to include, but not be limited to the following:

State Juvenile Officers Association
Safe Burglary Conference
Robbery Investigators Conference
Check Investigators Conference
Police Communications Officers Conference

Police Pistol Team consisting of five members to compete in the Regional Championships for 1962 to be held in San Diego.

B 206 - TRAVEL EXPENSE - F.B.I. SCHOOL
To send one member of the department to Washington, D. C. for training at the National Police Academy which is governed by tha Federal Bureau of Investigation. This course traine key personnel in the latest scientific developments in law enforcement.

C 206 - TRAVEL EXPENSE - PEACE OFFICERS CONFERENCE
To eend the Chief of POlice and four designated police officials to the California Peace Officers Conference, to be held in the southern part of the etate during the latter part of the fiscal year.

D 216 - MAINTENANCE & REPAIR OF AUTO EQUIPMENT
The increase of $15,000 is in conformity with information received from the Purchaser of Supplies that the present amount allowed will be short approximately $16,000 if the current rate of auto repair remains constant for the balance of this fiscal year. During the first six months of 1961-62 the sum of $79,295 has been expended on the maintenance and repair of automotive equipment.

REF. CONTRACTUAL SERVICES

E 218 - MAINTENANCE & REPAIR OF OFFICE EQUIPMENT
Actual expenditures for the fiscal year 1960-61 were $3,147.00 The current year's history indicates an expenditure in the vicinity of $4,000.00 The additional $1,000.00 will allow the maintenance of those machines already reconditioned and the reconditioning of those machines badly in need of reconditioning.

F 219 - MAINTENANCE & REPAIR OF OTHER EQUIPMENT
No increase is requested in this year's budget.

G 225 - SERVICES OF PURCHASER'S TAB. DIVISION
No increase is requested in this year's budget.

H 231 - HEAT, LIGHT & POWER
This decrease of $3,220 is in conformity with the current usage experience for the first 6 months occupancy of the new Hall of Justice.

I 232 - TELEPHONE & TELEGRAPH
This anticipated increase is based on the occupancy of the New Hall of Justice where in a great many offices of the Department, that were previously physically located in one combined area, have been properly separated to facilitate their operations. (i.e. - Deputy Chief and Legal Division; Chief of Police and Department Secretary; Police Commission and Supervising Captain; Officers-in-Charge, etc. and the adaptation of our teletype system to conform with the statewide system.

J 232.01 - TELEPHONE & TELEGRAPH INSTALLATIONS
This increaee of $300.00 in this account is in conformity with actual expenditures. The reorganization of certain units necessitates the relocation of certain instruments.

REF. CONTRACTUAL SERVICES (Cont'd.)

A 233 - POSTAGE
The increase of $2,000 in this account is in conformity with the actual expenditures. During the first 6 months of this fiscal year $4,211 has been expended in postage. Following the occupancy of the new Hall of Justice, this Department has experienced a far greater increase in correspondence than could have been reasonably anticipated.

B 234 - OFFICIAL ADVERSITING & PRINTING
This increase of $1,500 for the most part is occassioned by the occupancy of the new Hall of Justice. Information and instruction bulletins plus brochures have been printed and distributed to the general public and interested agencies. The demand for these has greatly increased as has the value of the relationship of the department with these people and agencies.

C 235 - SUBSCRIPTIONS
This increase of $50 is in conformity with the expenditures of the first 6 months of $1,555, and by the increase in the cost of certain periodicals, etc.

D 236 - LAUNDRY & TOWEL SERVICE
No increase is requested in this account for 1962-63.

E 237 - SCAVENGER SERVICE
No increase is requested in this account for the 1962-63 budget.

F 240 - TELEPHONE DIRECTORY SERVICE
Thia increase is requested for one additional directory service for the year. This is vitally needed for the Hit & Run Detail and will realize its cost several fold in cases solved.

G 241 - RENTAL OF OFFICE MACHINES & EQUIPMENT
This increase of $3,060 is to cover the rental fees of certain equipment by the Bureau of Inspectors in the identification of suspects and certain equipment for the Central Warrant Bureau that is only available on a rental basis.

Identi-Kit	$ 300.00 per year
Xerox Model 914	$3,300.00 per year

REF. CONTRACTUAL SERVICES (Cont'd.)

H 255 - SUBSISTENCE & CARE OF ANIMALS
The increase of $225 is in conformity with expenditures in the current fiscal year. The additional amount will be necessary to provide the same service presently provided. This does not provide additional service.

I 256 - PEST CONTROL
No increase is requested in this account for the 1962-63 budget.

J 264 - COURT REPORTERS TRANSCRIPTIONS
No increase is requested in this account for the 1962-63 budget.

K 269 - OTHER SPECIAL SERVICES
This account covers both the outside speakers requested for training courses at the Police Academy, and the towing of police vehicles by other than the police tow truck. No increase is requested in the 1962-63 budget.

L 298 - OTHER CONTRACTUAL SERVICES
This item covers one copy of the Car License Directory for San Francisco, San Mateo, Marin and Alameda Counties. This is an invaluable tool in the investigation of hit-and-run accidents and the serving of traffic warrants. The increase is occasioned by the rise in the cost of this service.

M 298 - OTHER CONTRACTUAL SERVICES
NATIONAL SAFETY COUNCIL
There is no increase in this account. This money is for the National Safety Council in order that they may further their program of traffic safety.

REF. MATERIALS AND SUPPLIES

A 301 - TIRES AND TUBES
In police work there is always the safety factor to the lives of the officers and to the members of the general public who would be injured by the failure of a tire on fast moving police equipment.

B 302 - OTHER AUTOMOTIVE REPLACEMENT PARTS
These items will be purchased by the Purchaser of Supplies and would be stored in the Gas Station under his control.

C 303 - REPLACEMENT PARTS
This item covers replacement parts for office machines and for weapons repaired at the Police Range. No increase is requested in this account.

D 306 - SHOP SUPPLIES
This item covers expenditures on highway flares. These flares are an absolute necessity for the safety and protection of the general public at the scene of an automobile accident or other disaster. No increase is requested in this account.

E 315 - BUILDERS AND MISCELLANEOUS HARDWARE
This item is used to cover locks for parking meter hoods and police locks, hasps and eyes used to secure premises which have been broken into, in the absence of the owner.

F 317 - ELECTRICAL SUPPLIES
No increase is requested in this account.

G 319 - EXPLOSIVES AND AMMUNITION
These items to be used at the Police Pistol Range. No increase is requested over last year.

H 321 - FUELS AND LUBRICANTS
During the first 6 months of the current fiscal year $47,554.00 has been expended on this item. It is anticipated that no increase will be necessary in this account.

REF. MATERIALS AND SUPPLIES

I 331 - HOUSEHOLD AND INSTITUTIONAL SUPPLIES
No change is contemplated for the coming year.

J 335 - CLEANING AND JANITORIAL SUPPLIES
This account is used for the purchase of soaps, waxes, mops, disinfectants and other janitorial supplies.

K 341 - DRY GOODS AND FABRICS
For regular items we anticipate the same as prior years.

L 342 - WEARING APPAREL
The apparel purchased during the current fiscal year will allow us to continue at the same expenditure level. No increase requested.

M 361 - DRUGS, CHEMICALS AND GASES
The increase of $300.00 is based on the rising cost of material, plus the additional work-load assigned to our Crime Laboratory in the examination of Narcotic evidence. The Crime Laboratory is now capable of producing additional services with its facilities at the new Hall of Justice.

N 362 - HOSPITAL AND LABORATORY SUPPLIES
This increase of $200.00 is aimed primarily at the preliminary testing of drunk drivers. Facilities are located in the Traffic Bureau of the new Hall of Justice.

O 370 - SAN FRANCISCO CITY DIRECTORY
The increase of $252.00 is based on a request for 3 additional directories to be used in the Central Warrant Bureau.

REF. MATERIALS AND SUPPLIES (Cont'd.)

A 371 - STATIONERY AND OFFICE SUPPLIES
The first 6 months experience of the current fiscal year shows an expenditure of $31,699.00. This account is used for the purchase of traffic citations, arrest books, paper stock, teletype paper, binders, typewriter ribbons, rubber stamps, stencils, and other miscellaneous office supplies. The $3,000.00 increase is based on the rising costs of purchasing these items.

B 372 - PHOTOGRAPHIC SUPPLIES
The increase of $1,500.00 is more than offset by the increased use of such materials on the sale of police reports. During the current fiscal year sale of such reports should exceed $20,000.00.

C 373 - MAPS
We anticipate the same cost as prior years for the purchase of various city maps.

D 375 - STATIONERY WITHDRAWAL FROM STORES
No change is required in this account.

E 385 - FORAGE AND FEED FOR HORSES
This figure is based upon present experience. No increase is requested in this account.

F 391 - RECREATIONAL SUPPLIES
For purchase of softballs, etc., at the Police Academy in connection with the physical education program.

REF. MATERIALS AND SUPPLIES

G 350 - FOODSTUFFS
The serving of foodstuffs in the City Prison will be handled by the Sheriffs' Department and no request will be made by the Police Department for Foodstuffs for 1962-63.

REF. EQUIPMENT

REPLACEMENTS

A 412 - TIME STAMP, ELECTRIC
This machine necessary to replace an obsolete one used by this Department for the last 10 years. Parts are no longer available for repair of this type machine.

B 412 - NUMBERING MACHINE, BATES
This item to replace a Bates Numbering Machine which is damaged beyond repair.

C 412 - TYPEWRITERS (25)
These are required to replace 25 machines, the average age of which is 12 years. Theae machines for the most part have received 24 hour useage during their lives and have reached the stage where it has become far more economical to replace than repair. (For further detail refer to Ref. 16-A)

D 414 - ROLATAPES (6)
These measuring units are needed to replace equipment which has been damaged beyond repair. They are needed for the measuring of skid, width of interaections, crosswalks, etc.

E 416 - CAMERA, CROWN GRAPHIC OUTFITS (3)
These outfits are needed for replacement of cameras which are worn out or damaged to the point beyond repair.

F 416 - PRINTER, 5"x 7," REX B
This unit needed to replace a printer which has been in daily use for 35 years and is in constant state of disrepair.

G 446 - TAPE RECORDERS (2)
These units to replace obsolete units in the Homicide and Fraud Details which through age and excessive use are now unreliable.

H 456 - AUTOMOBILES (61)
Automobiles listed - - for replacement represent active police vehicles, all of which will have at the anticipated trading date, in excess of 60,000 miles each. This department has, in the interest of the safety of its members, the provision of better police service and sound budgetary practices, embarked on a program of trading in vehicles with mileages in excess of 60,000. This practice is consistant with the best thinking of automotive engineers, fleet operators, general

REF. EQUIPMENT

REPLACEMENTS

(continued)
utilities and police effectiveness. To keep a police vehicle in operation beyond 60,000 miles is to invite increased maintenance costs and loss of the vehicle for prolonged periods of time for general repairs.
This department has found through experimentation with vehicles equipped with Cruise-O-Matic transmissions that said vehicles have a lower cost of operation and are less liable to breakdown.
List of turn-ins to be submitted following examination by Superintendent of Central Shops.
(For further details, refer to Ref. 16-B)

I 456 - PATROL WAGONS (3)
These vehicles needed to replace 3 patrol wagons, the mileage of which ranges from 82,000 to 102,000. Repaircosts and loss of time through breakdown makes further possession of these wagons economically unsound.
List of turn-ins to be submitted following examination by Superintendent of Central Shops.
(For further details refer to Ref. 17-A)

J 456 - TRUCK, 1½ TON STAKE, FLAT BED, WITH HEIL LOADER
This vehicle needed to replace a 1½ ton Chevrolet truck used by the Property Clerk's Office. The truck now in use has a present mileage in excess of 104,000 miles and is approaching a point where it will be no longer safe nor prudent to operate. (For further detail refer to Ref. 17-B)

K 456 - MOTORCYCLES, SOLO (15)
Solo motorcycles are used for the apprehension of speeders on our streets and freeways. It is recommended that Solo Motorcycles be replaced between 40,000 and 45,000 miles, as the cost of repairs rise prohibitively after obtaining this mileage. Motorcycles over the above stated mileage become a definite hazard and could cause a serious accident.
List of turn-ins to be submitted following examination by Superintendent of Central Shops.
(For further detail refer to Ref. 17-C)

REF. EQUIPMENT

REPLACEMENTS (Cont'd.)

A 456 - MOTORCYCLES, THREE WHEEL (15)
The three wheel motorcycles is used for enforcement of our parking regulations and preventive crime patrol. In the performance of this type of duty, it is necessary to be constantly stopping and starting the vehicle. This constant excessive idling of the motor and driving in low gear is exceedingly hard on the motorcycle. These motorcycles should be replaced at 35,000 miles as the use of the motorcycle above this mileage requires complete overhaul and frequent repairs. List of turn-ins to be submitted following examination by Superintendent of Central Shops.
(For further detail refer to Ref. 17-D)

B 462 - HORSES (4)
These horses will replace horses who will have had in excess of 14 years service by replacement date. They will be used in the daily patrolling of parks, beaches and areas inaccessible to the auto. Horses have been found to be this department's most effective tool in the control of crowds.

C 462 - SADDLES (4)
462 - SADDLE BLANKETS (10)
462 - HEAD STALLS & REINS, BREAST COLLARS WITH TIE DOWNS (10)
462 - HALTERS (12)
462 - CORONAS (11)
462 - STABLE SHEETS (2)
462 - STABLE BLANKET (1)
This equipment will replace saddles, blankets, halters and breast collars which have reached an age in excess of 10 years and is now completely unserviceable because of daily useage during its time of service. To attempt to extend the life of this would be injurious to the mounts.

NEW

D 402 - CHAIR CUSHIONS (100)
These cushions needed in our Police Academy's expanded classrooms.

E 404 - FOOT TANK, HYGENIC
This item vitally needed in the Police Academy locker room adjacent to the showers.

REF. EQUIPMENT

NEW (Cont'd.)

F 406 - SHOWER CURTAINS, HEAVY DUTY
These curtains needed for the showers in the Women's Locker Room of the Police Academy.

G 412 - PAPER TRIMMER, 24"
In the enlarged Photo Lab of the New Hall of Justice there is an urgent need for another paper trimmer of this size.

H 412 - PAPER PUNCH, HEAVY DUTY
This item needed by the General Office of this department for the preparation for storage of numerous documents.

I 412 - BATES NUMBERING MACHINE (3)
These machines are urgently needed in the maintaining of an orderly record system. This department has a constant flow of warrants, correspondence, wants, criminal records and other documents and must have these machines for the orderly processing of same.

J 412 - DICTATING MACHINES, NORELCO (2)
For use in the Juvenile Bureau of this Department. These machines are necessary for the proper functioning of this bureau. The money saved in man hours will justify the purchase.

K 412 - TAPE MAGAZINE, NORELCO LOADED (60)
For use with the dictating machines requested in this years budget.

L 412 - SORT-O-FILES (6)
These items needed for use in the Central Warrant Bureau. Due to the large volume of warrants received daily for processing, it is necessary to use a file of this type for expediting alphabetical breakdown.

REF. EQUIPMENT

NEW (Cont'd.)

A 412 - ADDING MACHINE, 10 COL.
This machine is vitally needed by our Central Warrant Bureau for the compilation of data relating to warrants received, served, at hand, amounts and for the gathering of other related information.

B 412 - TYPEWRITERS (10)
These typewriters are required primarily for offices which were combined in the Old Hall of Justice and have now been separated.

C 412 - TYPEWRITER COPY HOLDERS (4)
These machines to be used where continuous copying of extensive documents and voluminous statistics are the primary work of the typist employed.

D 412 - TIME STAMPS, ELECTRIC (4)
These machines vitally necessary to maintain adequate and continuous control of records, warrants and correspondence received and handled by this Department. It is imperative that these be allowed as they are absolutely necessary for such control.

E 412 - CABINETS, STATIONARY RACK (5)
These units are required for the orderly storage of mimeograph paper and stationary in the General Office of this Department.

F 414 - ROLATAPES (3)
The abovo measuring devices are needed to equip 3 of the additional vehicles requested in this budget which will be assigned to the Traffic Bureau for the investigation of accidents. They are needed for the measuring of skid, width of intersections, crosswalks, etc.

G 416 - PAKO HYDRO-MIXER
This unit needed for mixing solutions in new Photo Lab. Present method of hand stirring of solutions is haphazard, and not always positive in results.

REF. EQUIPMENT

NEW (Cont'd.)

H 416 - CAMERA, MAMIYA, 65MM WIDE ANGLE LENS, CASE & FINDER
A lens of this type will augment the Mamiya C2 Camera allowed in last year's budget and will enable police photographers to use this unit under conditions heretofore difficult to allow photography.

I 416 - PLATE BACK AND HOLDERS, MAMIYA C2
To be used to augment Mamiya C2 outfit received in last years budget. This will allow photographing and developing a single negative rather than wasting a whole roll of film where only one picture is desired and must be immediately developed.

J 416 - FILM HOLDER, POLOROID LAND 4 x 5
This accessory will adapt to any of the 4 x 5 cameras owned by this department and enable us to furnish photographs immediately.

K 416 - GADGET BAG (BELDING LAGUNA #2)
To be used as a carrying bag for our 35 MM camera and accessories. This bag will provide protection and convenience.

L 416 - CAMERA TRIPOD & PAN HEAD (LINHOF)
Needed for use with both still and movie cameras owned by this department.

M 416 - TABLE, VIEWING, MULTI PURPOSE
Needed for the masking, viewing and retouching of negatives.

N 416 - STROBO FLASH #1 (COMPLETE) #200G GRAFLEX
This unit needed as a portable compact light source, to be used with any of our cameras. A unit of this type will effect substantial savings in flash bulbs.

REF. EQUIPMENT

NEW (Cont'd.)

A 416 - LENS, ENLARGING, WOLLENSAC 1" F4.5
This lens needed for the enlarging of 16mm film to a desirable size. 16mm cameras are used by several details within this department for undercover work. An enlarging lens of this type is vital to produce satisfactory enlargements from this tiny film.

B 416 - PAPER METER, WESTON (MASTER NO. IV)
This unit needed to supplement present inventory of light meters.

C 416 - LEICA TABLE TRIPOD WITH SWIVEL HEAD
This department possesses no tripods of this type - needed for our 35mm outfits.

D 416 - GRAFLEX STROBO FLASH
This unit needed by our Crime Lab for various types of color and black and white photography.

E 416 - FILMS, TRAINING
This amount needed for the purchase of 12 "Roll-Call" series of law enforcement films. These would be an extremely valuable asset in the recruit and in-service training program of the Police Acedemy.

F 416 - THERMOFAX OVERHEAD PROJECTOR
416 - CARRYING CASE FOR PROJECTOR
416 - THERMOFAX SLIDE ATTACHMENT
416 - 500 THERMOFAX TRANSPARENCIES
416 - OVERHEAD PROJECTOR, ACCESSORY
This equipment needed by the Police Academy for permanent reproductions of charts, diagrams, texts and pictures for immediate classroom presentation.

REF. EQUIPMENT

NEW (Cont'd.)

G 416 - XEROX MACHINE, COMPLETE
Needed in the New Hall of Justice to provide a rapid and accurate method of producing and reproducing "wanted" posters, bulletins and other information that must be quickly disseminated to the public to assist in identifying suspects in criminal cases. This machine to be placed in the Bureau of Identification.

H 416 - THERMOFAX COPYING MACHINE (2)
MODEL NO. 22
These machines are urgently needed in the General Office and the Traffic Bureau of this Department, for the more efficient and faster processing and reproduction of records and correspondence.

I 416 - SUITCASE
This item needed for the transportation of weapons and other equipment in conjunction with speeches to Civil Organizations by the Juvenile Bureau.

J 416 - CAMERA, MOTORMATIC (2)
These cameras are required by the Fraud Detail of the Bureau of Inspectors and will be assigned to the crews investigating pickpocket and confidence cases. The successful prosecution of these cases requires evidence that can best be supplied through photographs.

K 416 - CAMERA, CROWN GRAPHIC OUTFITS (6)
It is requested that these camera outfits be provided to equip 3 of the additional Traffic Cars requested in this budget. Three additional cameras are vitally needed for equipping traffic details now without cameras and to serve as replacements in the event of damage to present equipment.

L 416 - ELECTRIC TIMERS, TIME-O-LITE (3)
These units used for timing photographic processes and as safety devices for cutting off electric power from dryers and film cabinets. Needed for new equipment of Photo Lab.

REF. EQUIPMENT

NEW (Cont'd.)

A 424 - AUTO HOIST
This item is urgently needed in the Impound Room of our New Hall of Justice for the examination of "hit and run" vehicles. Examination of these vehicles at other locations is not practical as necessary lighting, examination equipment and evidence security would not be available. Use of this auto hoist would be for prolonged periods of time in order to evaluate photographs taken and evidence collected prior to releasing vehicle.

B 432 - HAMPERS (4)
The above items to be used adjacent to the showers in Police Academy locker rooms.

C 432 - ASH TRAYS, STANDING TYPE (14)
These units are needed for distribution to executive in-service training classrooms and administrative offices throughout the Hall of Justice.

D 446 - MICROPHONE, NORELCO
For use with the dictating machines requested in this years budget.

E 446 - TAPE RECORDERS (2)
These machines are necessary for the taking of statements from suspects. One of these machines requested for our Homicide Detail and one for the Ceneral Works Detail.

F 446 - SPEED TIMER AND ACCESSORIES
Radar Speed Timer Craphic Recorder
Hold Meter Mounting
This unit to be used in non-enforcement function of checking speed law compliance levels on various streets throughout the city. This will permit an establishment of the best possible enforcement base for the most effective deployment of solo motorcyclos.

REF. EQUIPMENT

NEW (Cont'd.)

G 446 - RADIO UNITS, MOBILE (5)
These units to be used in the monitoring of all police radio channels by administrative heads of this Department.

H 446 - RADIO EQUIPMENT, 2-WAY AUTO INSTALLED (31)
To cover the purchase and installation of two-way radio equipment in the 31 additional autos requested in this budget.

I 454 - HAND TRUCKS (2)
These hand trucks to be used by the Property Clerk in the moving of heavy items of furniture, impounded pinball games and other evidence to heavy or bulky to be moved without the use of the above.

J 456 - AUTOMOBILES (30)
These vehicles vitally needed for the more efficient use of police personnel throughout the department. Nineof these vehicles will be detailed to District Stations in order to provide motorized supervision of uniformed personnel.

One additional vehicle will be assigned to Central Station to be used as an unmarked vehicle in this area.

The Traffic Bureau will receive five additional vehicles to meet the demands of the increased traffic flowing through San Francisco.

The Bureau of Inspectors have a vital need for ten additional vehicles for the more efficient use of men assigned to the various details within this unit.

Four additional vehicles are needed by the Juvenile Bureau to provide transportation for members of this unit to areas of investigation and crime preventive patrol.

One additional vehicle will be assigned to the Narcotics Bureau to facilitate investigations and provide an additional vehicle for crime preventive patrol.

All of the above unmarked vehicles shall, in addition to use by the details to which they are assigned, be used by other

REF. EQUIPMENT

NEW (Cont'd.)

members of the department on nights on which Operation "S" is placed in effect.

A 456 - PATROL WAGON
This vehicle urgently needed by the Potrero Station which serves the Potrero, Bayview and Hunters Point areas for the transportation of prisoners. This station has experienced an extremely sharp rise in the number of crimes and persons arrested, and can no longer rely on patrol wagons from outside districts.

B 456 - SPECIAL AUTOMOBILE EQUIPMENT INSTALLATION ON NEW CARS (96)
This amount requested to purchase materials and pay for labor necessary to the conversion of regular autos to police vehicles.

C 456 - MOTORCYCLES, THREE WHEEL (10)
These vehicles will answer an extreme need presently being felt in this department. Nine of the above motorcycles will be assigned to our District Stations and the remaining vehicle held for relief. Each station now exhibits a pressing need for the type of crime preventive patrol and enforcement best answered by the three wheel motorcycle.

D 474 - FIRST AID KIT
This item a vital necessity in our Police Academy.

E 476 - HELMETS, TOPTEX (SAFETY) (6)
These helmets are necessary in order that the Honor Guard of the Police Department be supplied with the above. At the present time, whenever such helmets are needed they must be taken from riding solo motorcycle officers. These helmets will also serve as a relief supply in the event of damage to solo motorcycle officers helmets.

REF. EQUIPMENT

NEW (Cont'd.)

F 476 - BELTS, SAM BROWN (WHITE) WITH EQUIPMENT (10)
These belts are requested to supply solo motorcycle officers who, at the present time, are without such equipment. This equipment is used on formal occasions, funeral escorts, parades, etc.

G 476 - TIE ON SIGNS (300)
These signs are necessary for the prohibiting of parking on streets during parades, New Years Eve and other events at which a large gathering of people is anticipated.

H 484 - SCALES (2)
These scales needed for the weighing and measuring of police applicants by the Police Academy staff and registered sex offenders by the Bureau of Identification.

I 484 - INTOXICATION TESTING EQUIPMENT
This specialized glassware is required for examination of body fluids for alcohol content.

J 484 - HOT PLATES, ELECTRIC AUTEMP (2)
These electric hot plates will be used for routine heating in the Crime Lab when heating by flame cannot be used.

K 484 - FLEX FRAME SUPPORT
This frame is necessary for the installation and support of intoxication testing equipment requested in this budget.

L 484 - DRUNKOMETER
This unit is necessary for field use by the Traffic Bureau for ascertaining stages of driver intoxication. The Traffic Bureau presently has 1 Harger Drunkometer for conducting intoxication tests. In view of the volume of traffic accident experience, it is necessary that an additional drunkometer be procured.

REF. EQUIPMENT

NEW (Cont'd.)

A 491 - BOOKS AND REFERENCE MATERIALS
For the provision of legal literature in the Deputy Chief's office, reference rooms of the Crime Lab and the Planning and Research Bureau, and the library of the Police Academy.

B 494 - MOVIE EDITOR & VIEWER, 16MM
Vitally needed for the viewing and splicing of movies of riots, traffic supervision, large gatherings, etc.

C 494 - VIEWING SCREEN
Needed by our Juvenile Bureau for the presentation of films to the public or the private viewing of lewd movies to be used in court presentations.

D 494 - MOVIE SCREEN, 70"x 70"
Needed as a permanent fixture in the new Hall Photo Lab for the showing and reviewing of movie film.

E 900 SERVICES OF OTHER DEPARTMENTS

Class No.	Title	No. Empl.	Rate Week	Amount
J66	Garageman	3	100.00	

3 Garagemen. Two to work adjusted work week to include Saturday and Sunday in regular schedule:

Per week: 3 x 100.00	300.00	
Premium pay: 7-2nd. shifts 10% of 20 x 7	14.00	
	314.00	
52-1/5 weeks x 314.00		16,390.80
Holiday Pay (2 shifts each holiday - - - 9 weeks vacation relief (9x 100.00 plus 30% Prem. 1 week)		930.00
		(17,656.80)

17,657 -

REF. EQUIPMENT (This detail for Items on explanation sheets No. 9 & 10)

A (9-C) TYPEWRITERS (25)
Typewriters to be replaced are as follows:

1.	Underwood	1948	6466736-13	Central
2.	Underwood	1949	6588036-12	Engineering
3.	Underwood	1951	7060139-13	Garage
4.	Underwood	1948	6466743	Northern
5.	Underwood	1950	6764409	Hit and Run
6.	Underwood	1950	6887565-13	Juvenile Bureau
7.	Underwood	1950	6764139-12	Richmond
8.	Underwood	1951	7060185-13	Juvenile Bureau
9.	Underwood	1951	7060046-13	Northern
10.	Underwood	1951	7064048-11	Northern
11.	Royal	1947	KMM3266932	Robbery
12.	Royal	1946	KMM3139765	General Works
13.	Royal	1948	KMM23435310	Burglary
14.	Underwood	1951	7060185-13	Candlestick Park
15.	L. C. Smith	1939	1A1711924	Traffic Bureau
16.	Royal	1942	KMM 123236457	Photo Lab.
17.	Royal	1946	KMM 123231108	Identification Bureau
18.	Royal	1946	KMM 143144305	" "
19.	Royal	1947	KMM 143354070	" "
20.	Royal	1944	KMM 122888340	City Prison
21.	Royal	1947	KMM 123258973	Fraud Detail
22.	Underwood	1948	6464372-14	Northern
23.	Underwood	1937	4668786-14	Police Stables
24.	Royal	1946	KMM3139765	Ceneral Works
25.	Royal	1947	KMM123299556	Juvenile Bureau

B (9-H) AUTOMOBILES (61)
Automobiles to be replaced are as follows:

Item	Dept. No.	Make	Year Model	Mileage
1	311	Ford	1960	97807
2	254	"	1960	85179
3	178	"	1960	80972
4	234	"	1960	79102
5	243	"	1959	77622
6	253	"	1959	74080
7	147	Chevrolet	1957	72250
8	204	Ford	1960	71525
9	276	"	1960	68389

Automobiles to be replaced are as follows:

Item	Dept. No.	Make	Year Model	Mileage
10	214	Ford	1960	67605
11	219	"	1959	66510
12	150	"	1957	65492
13	187	"	1958	64712
14	305	"	1960	63538
15	186	"	1958	63417
16	151	Chevrolet	1957	62579
17	316	Ford	1960	60905
18	315	"	1960	60690
19	149	"	1957	60016
20	193	"	1958	58753
21	189	"	1958	58539
22	190	"	1958	57683
23	259	"	1960	57503
24	111	"	1957	57433
25	118	"	1957	57066
26	106	"	1957	56626
27	313	"	1960	56056
28	283	"	1960	55800
29	263	"	1957	55417
30	136	"	1957	55362
31	183	"	1958	55139
32	298	"	1957	55000
33	209	"	1960	53048
34	166	"	1957	52071
35	314	"	1960	52045
36	119	Chevrolet	1956	51516
37	184	Ford	1958	51525
38	155	"	1957	50766
39	223	"	1960	50491
40	284	Chevrolet	1957	50123
41	156	Ford	1960	50010
42	185	"	1958	49945
43	291	"	1959	49332
44	260	"	1960	49200
45	158	"	1960	48876
46	218	"	1960	48768
47	250	"	1960	48611
48	132	"	1957	47147
49	191	"	1958	46965
50	244	"	1960	46395
51	317	"	1960	46271
52	173	"	1959	45685
53	121	Chevrolet	1957	45300
54	180	Ford	1958	44479
55	304	"	1960	44373
56	164	"	1957	44312
57	138	Chevrolet	1957	43985
58	194	Ford	1958	43678
59	210	"	1960	43545
60	143	"	1957	43056
61	318	"	1960	42692

REF. EQUIPMENT (This detail for Items on explanation sheets No. 9 & 10)

A (9-I) PATROL WAGONS
Patrol Wagons to be replaced as follows:

Item	Dept. No.	Make	Year Model	Mileage
1	530	International	1956	86799
2	681	"	1958	82940
3	632	Chevrolet	1952	102508

B (9-J) TRUCK, 1½ TON STAKE
To replace the following:

Item	Dept. No.	Make	Year Model	Mileage
1	632	Chevrolet	1952	104128

C (9-K)
Solo Motorcycles to be replaced as follows:

Item	Dept. No.	Mileage	Year Model	License No.
1	127	52982	1955	E 2290
2	115	50550	1957	3581
3	119	50426	1957	3579
4	152	49722	1957	3580
5	250	46192	1957	3577
6	252	41850	1957	3578
7	101	60740	1958	3842
8	110	42364	1958	3831
9	116	44201	1958	3836
10	134	43270	1958	3845
11	138	45230	1958	3833
12	175	43229	1958	3835
13	245	47200	1958	3839
14	113	45537	1959	4155
15	139	55629	1959	4161

REF. EQUIPMENT

D (10-A) Three Wheel Motorcycles to be replaced:

Item	Dept. No.	Mileage	Year Model	License No.
1	205	41591	1955	E 2262
2	189	34247	1956	3135
3	216	38358	1956	3132
4	114	41461	1957	3560
5	181	36667	1957	3587
6	214	33833	1957	3561
7	218	40047	1957	3566
8	227	42390	1957	3594
9	228	35278	1957	3593
10	237	43069	1957	3589
11	238	42101	1957	3590
12	263	40914	1957	3586
13	185	32116	1959	4174
14	203	40857	1959	4178
15	213	43240	1959	4179

1 A, 1 B, 1 C: In the new Hall of Justice there are 5 municipal criminal courts, three of which handle misdemeanor and felony preliminary hearings and two of which handle criminal misdemeanor jury trials. In addition, there is another new court that has been established which handles all of the major moving motor vehicle violations, such as driving while drunk, driving without a license or with a revoked license, drunk in and about an automobile, hit and run, and auto theft (which is a felony charge requiring preliminary hearings.) It is necessary that we have one deputy to cover each one of the three municipal courts, all of which also handle felony preliminary hearings. This is a full time job, overtaxing the time of the deputies assigned to these three particular courts. Recently these deputies have had to discontinue the practice of interviewing the persons held to answer to the Superior Court. This they were required to do within 48 hours to discuss their case, find out about witnesses, and to prepare for their defense. Now the defendant does not see anyone until he appears before the Superior Court for arraignment, which may be two weeks. It is also necessary that we have one deputy to handle the jury court criminal calendars, which are now at the new Hall of Justice, and to handle the jury trials, the court trials, or other disposition of the cases transferred to the jury department.

It is also necessary that we have one deputy assigned to the new major traffic violation division of the municipal court, which is presided over by Judge Underwood. In view of the fact that this court is also handling felonies involving motor vehicles, this is going to require preliminary hearings on these matters, the same as in the other three municipal courts (criminal). This court will require the full time of a deputy in this department. This deputy is also called, from time to time, into the second traffic court, when a demand is made for an attorney in this court. In the old Hall of Justice, we were only called upon to serve three municipal criminal courts and one criminal jury calendar.

Arising out of the recommendation made by the Governor's Special Study Commission on Juvenile Justice, under the law we are also required to represent minors as well as parents before the Juvenile Court, when they are indigent, which we have been doing since Sept. 15, when the law became effective. When all the criminal courts moved into the New Hall of Justice on January 15, it was no longer possible for us to continue this service because of lack of personnel. We accordingly notified Judge Cronin on December 14, 1961 that we would have to discontinue this service after January 15 until additional personnel was supplied to our office.

We of course are still servicing the three Superior Court calendars, as well as the handling of the defense in mentally ill cases assigned to us by the Judge of the Superior Court who handles the psychiatric ward in the San Francisco Hospital.

In order to properly handle these new criminal courts, it is necessary that we have at least three additional deputies. We must have a deputy available to fill in on vacation periods and during sick leave periods which at the present time averages about 30 to 33 weeks each year.

We do not have a deputy available to aid in the handling of appeals. The deputy who handles a Superior Court calendar is expected to do this work, as well as handle his daily calendar. We are not in a position of giving the time to an appeal which it really requires, and to which the client is entitled to receive. Recently we found it necessary to request continuances in an effort to get time to prepare the briefs on appeals and the deputies have been called upon to work on Saturday and weekends on their own time to prepare for the appeal.

The Public Defender's office has been continuously understaffed ever since we went into the handling of the defense of indigents in the misdemeanor field in view of the increased case load in the City and County of San Francisco.

Our deputies individually handle the largest case load per deputy than any Public Defender's office in the state. We have a 40% larger case load than they have in Alameda County; they have 10 deputies and we only have 8 in San Francisco. Our office handles 60% of the defense of felony cases and approximately 85% of the defense in misdemeanor cases, where they are represented by attorneys.

There are 8 deputies in my office, including the Chief Assistant Deputy. The District Attorney's office has 26 deputies, including their Chief Assistant District Attorney. This is definitely out of proportion considering the proportion of the case load we handle of the criminal cases.

1 D: We have continuously requested an additional investigator in our office. We have been criticised continuously for not furnishing investigation services to defendants we are called upon to represent. It has been impossible for us to investigate the cases handled with only one investigator. Alameda County, which has 60% of the case load we have has two investigators. In Los Angeles County, the Public Defender's office has nine investigators. It is not equitable or right to expect our office to properly defend people accused of crime without proper investigation facilities. Our office in the new Hall of Justice is set up to ultimately provide for the service of four investigators, one of which it is imperative we receive immediately. The District Attorney's office has available the entire police department for investigation purposes.

Whenever we are involved in any major case of any type, and we have many during the year, the services of our investigator are lost and no investigator is available for any other defendant, because we have only one investigator. We have continuously included a request in our budget for another investigator which has always been deleted. We sincerely hope that our request will be approved at this time.

1 E: There are three meetings that we attend each year:

1. The annual meeting of the National Legal Aid and Defender Association Whoever attends pays his hotel and meal expenses out of his own pocket.

(1 E continued from sheet 1)

2. The semi-annual meeting of the Public Defender and Legal Aid Association of California held in conjunction with the State Bar Meeting each year.
3. The annual meeting of the Public Defender and Legal Aid Association each May, which runs for 3 days over the first weekend in May.
4. Directors meetings, when called, by the Public Defender and Legal Aid Association.

In conformity with Ordinance No. 309-59 we submit the following information. Our membership in the National Legal Aid and Defender Association and Public Defender Association and Public Defender and Legal Aid Association of California is authorized by Ordinance No. 4942. In attending the meeting of the National Legal Aid and Defender Association, the experience has always been to travel by plane, tourist class. If the meeting is out of the State of California, the person that attends only requests funds for transportation to and from said meeting; the other cost, such as lodging and meals are paid for by the party attending. If the meeting is close to or held in the State of California, as it was several years ago, in conjunction with the American Bar Association, we usually send two representatives, if possible.

The two meetings of the Public Defender and Legal Aid Association of California, held in the state each year are usually attended by different members of the staff; the Public Defender himself or the Assistant Public Defender and one or two of the other deputies; and sometimes the investigator, depending on the program and time held. Sometimes attendance is by automobile and sometimes by plane. The cost of attending these meetings has always exceeded the amount available for attending both meetings. The difference is paid for by those attending.

2 A: Due to the fact that we have received a new automobile, we have reduced the amount for maintenance and repairs from $150.00 to $100.00. Last year we spent $275.00.

2 B: We are finding it necessary to call upon the reproduction bureau of the Purchasing Department more and more, together with the fact that the amounts charged by them are higher than they used to be. This $25.00 increase in this item is necessary to take care of our requirements. We spent $49.00 the first six months of this year.

2C: Telephone and telegraph item is merely an estimate. We have no means of knowing what amount should be budgeted, nor does anyone else seem to know at this time.

2D: With rising costs we feel it is necessary to increase this item $5.00 to eliminate the necessity of spending a considerable amount of time at a later date to make a request for transfer of funds.

2E: We have been requested by the Purchasing Department to include in our budget item 235, the Cal App and Cal Adv Reports, which are costing $48.00 per year. This is the reason this item has been increased $48.00.

2F: In view of the fact that we are now servicing our car in the new station at the Hall of Justice, we feel we can reduce the amount of the item for fuel, oils and lubrication by $50.00.

2G: In view of the fact that we are now in the new Hall of Justice, we feel that it is no longer necessary that we have bottled water. We have therefore deleted this item from the budget.

2H: For each of the last two years we have been forced to spend considerable time and work for funds to be transferred into the 370 account to cover the cost of the City Directory. Last year we put in an item of $90.00 to cover the City Directory, which was reduced by the Mayor and we were then required again this year to make a transfer to cover the cost of the City Directory. We have therefore increased this item by $7.00.

2I: Because of the increased case load in our office and the clerical work required, we are finding that many of the items and stationery supplies that are needed can be obtained from stationery withdrawal stores. We have therefore increased this item by $50.00. Experience shows that we have already spent $46.00 for the first half of the year, with another now in the process which is not included in this amount.

3A and 3B: These typewriters are being used continuously in typing the records of our office. They are old typewriters and continuously demanding more care and attention and should be replaced with two new typewriters. One is a 1954 typewriter, and the other is a 1955 typewriter, both of which are used around the clock every day of the week. Remington Serial No. J2560885; Underwood Serial No. 13-7097417

3C: We are at a tremendous disadvantage in interviewing witnesses in major criminal cases in the County Jail and the County Jail at San Bruno. When we are called upon to interview witnesses out of the City and County of San Francisco on behalf of a client, we do not have a steno reporter, as the District Attorney's office does, nor is it possible to take the Confidential Secretary or the B408 Secretary for the purpose of recording these conversations because their services are needed in the office. Taking of statements is vitally important when investigating a crime. Our office only has three persons doing clerical work and we cannot afford to have them leave the office. A dictating machine would be of material aid to us in endeavoring to do what is not being done properly now.

3D: We find in more and more cases the necessity of having documents photostated or copied. We just do not have the clerical help to accomplish this work and we must have a photostat machine which will more than pay for itself in time saved and in accuracy of reproduction of documents. All legal offices of any size in San Francisco have a photostat machine. The Public Defender's office is a substantial law office and needs a photostat machine to properly do its work.

3E: Last year we made a request for an increase in the law book account of $150.00 which was deleted by the Mayor. In 1960-61 we spent $590.00 and this year we have been compelled and prevented from ordering supplements to our law library and Deering Codes, etc. because of the lack of funds. Experience has shown that $600.00 at this time is the proper amount to be budgeted for the law library account to keep the library current and up to date with the amendments and changes made from time to time in the law.

I would like to call to the attention of the Mayor's Office and also the members of the Finance Committee of the Board of Supervisors that the items of expenditures as set forth herein in both the stationery and office supply account and the law book account are in excess of the amount shown as "actual first six months." This is because of the fact that the Controller's office does not reflect all the items we have spent and for which purchase orders have been issued on requisitions that were made in December and therefore are not included as actual expenditures for the first six months.

3F: Dues and Membership:

California Public Defender and Legal Aid Association	$100.00
National Legal Aid and Defender Association	50.00
Total	$150.00

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Public Welfare

BUDGET EXPLANATIONS

ANALYSIS OF REVENUE (c)
1962-63

FISCAL YEAR

Index Number 169 Sheet Number S-1

	ADMINISTRATIVE EXPENDITURES	Total	Old Age Security Federal	Old Age Security State	Aid to the Blind Federal	Aid to the Blind State	Aid to Needy Children Federal	Aid to Needy Children State	Aid to Disabled Federal	Aid to Disabled State	Adoptions State (a)
110	Permanent Salaries	$2,870,617									
111	Salaries - Overtime	5,000									
120	Salaries - Temporary	139,633									
200	Contractual Services	213,242									
200.1	Clothing - Blind and Deaf	180									
200.2	Maternity Care - Adoptions	10,000									
203	Allowance - Employees' Cars	12,000									
269	Other Professional Services	183,500									
300	Material and Supplies	34,323									
400	Equipment	45,147									
500	Improvements	45,400									
800	Fixed Charges	3,660									
	Total . . .	$3,562,702	$ 453,000		$ 25,000		$605,000		$122,000		$ 196,000
	Revenue - Boarding Home Licensing										
	TOTAL ADMINISTRATIVE COSTS	$3,562,702	$ 453,000		$ 25,000		$605,000		$122,000		$ 196,000
	AID EXPENDITURES										
840.01	Aid to Needy Children	$9,860,000					$4,088,673	3,855,146			
840.02	Old Age Security	16,900,455	$6,011,918	9,289,785							
840.03	Aid to the Blind	902,388			266,926	479,055					
840.04	Aid to Disabled	1,531,190							760,455	655,324	
840.05	Indigent Aid - Resident	1,800,000									
840.06	Indigent Aid - Non-Resident	135,000									
840.08	Foster Care of Children	875,000					19,494	507,330			
	Medical Assistance for Aged	12,160,000									
	Medical Care - ANC	887,425									
	Medical Care - OAS	2,244,170									
	Medical Care - BA	105,612									
	Medical Care - ATD	284,060									
	TOTAL AIDS - - - - -	$47,685,300	$6,011,918	9,289,785	266,926	479,055	4,108,167	4,362,476	760,455	655,324	
	TOTAL BUDGET - - - - -	$51,248,002	$6,464,918	$9,289,785	$291,926	$479,055	$4,713,167	$4,362,476	$882,455	$655,324	$ 196,000

Less: Payments to San Francisco Public Medical Institutions

NET COST TO SAN FRANCISCO:

(a) Service charges to Adoptive Parents (not shown) estimated at $27,000. This amount acts as an offset to the estimated State Revenues shown for Adoption Program.

(b) Revenue from licensing of boarding homes for children and the aged, based on licenses in effect at the rate of $65 per license for each new or renewal granted. The revenue, therefore, cannot be allocated to object of expenditures.

(c) All estimates assume that Federal and State subventions will continue on the present basis throughout the Fiscal Year 1962-63.

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Public Welfare

BUDGET EXPLANATIONS

ANALYSIS OF REVENUE (c)

1962-63

Index Number 169

FISCAL YEAR

Sheet Number S-2

		Medical Care Program Federal	Medical Care Program State	Boarding Home Licensing State (b)	County Funds	Medical Assistance For the Aged Federal	Medical Assistance For the Aged State
	ADMINISTRATIVE EXPENDITURES						
110	Permanent Salaries						
111	Salaries - Overtime						
120	Salaries - Temporary						
200	Contractual Services						
200.1	Clothing - Blind and Deaf						
200.2	Maternity Care - Adoptions						
203	Allowance - Employees' Cars						
269	Other Professional Services						
300	Material and Supplies						
400	Equipment						
500	Improvements						
800	Fixed charges						
	Total				$ 1,921,702		
	Revenue - Boarding Home Licensing			$ 45,000	-45,000	240,000	
	TOTAL ADMINISTRATIVE COSTS			$ 45,000	$ 1,876,702	$ 240,000	
	AID EXPENDITURES						
840.01	Aid to Needy Children				$1,916,181		
840.02	Old Age Security				1,598,752		
840.03	Aid to the Blind				156,407		
840.04	Aid to Disabled				115,411		
840.05	Indigent Aid - Resident				1,800,000		
840.06	Indigent Aid - Non-Resident				135,000		
840.08	Foster Care of Children				348,176		
	Medical Assistance for the Aged				3,080,500	$ 6,050,000	$3,029,500
	Medical Care - ANC	417,939	469,486				
	Medical Care - OAS	1,376,775	867,395				
	Medical Care - BA	20,376	85,236				
	Medical Care - ATD	58,050	226,010				
	TOTAL AIDS	$1,873,140	$1,648,127		$9,150,427	$ 6,050,000	$3,029,500
	TOTAL BUDGET	$1,873,140	$1,648,127	$ 45,000	11,027,129	$ 6,290,000	$3,029,500
	Less Payments to San Francisco Public Medical Institutions				(6,455,700)		
	NET COST TO SAN FRANCISCO				$4,571,429		

Form 4290

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Public Welfare

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 169 Sheet Number S-3

PERCENTAGE ANALYSIS OF AID EXPENDITURES

1962-63 Budget Estimates

		TOTAL	FEDERAL	STATE	COUNTY	PRESENT LAW
OLD AGE SECURITY						
Maximum Grant	(a)	166.00	$ 39.30	$108.60	$18.10	(Federal pays $39.30 for each federally eligible recipient; State and County split the remainder on 6/7 and 1/7 basis.)
Percentage for Budget		100.0%	35.6%	55.0%	9.4%	
AID TO THE BLIND						
Aid to Needy Blind: Maximum Grant	(a)	167.80	39.30	96.37	32.13	(ANB - Federal pays $39.30 for each federally eligible recipient; State and County split remainder on 3/4 and 1/4 basis.)
Aid to Potentially Self-supporting Blind: Maximum grant	(a)	167.80	-- --	139.83	27.97	(APSB) - State and County split the total cost on 5/6 and 1/6 basis.)
Percentage for Budget		100.0%	29.6%	53.1%	17.3%	
AID TO NEEDY CHILDREN						
(Children living with parent or other relative)						
Maximum Grant - first child (no needy payee relative)	(b)	145.00	19.00	85.05	40.95	(Federal pays $19 for each federally eligible needy child; State and County split remainder on 67⅔ and 32⅓ basis up to maximum participating base of $145.)
Maximum Grant - one child with needy payee relative	(b)	145.00	36.50	73.24	35.26	(Federal pays $17.50 for needy payee relative, plus $19 for first child. State and County split remainder on 67⅔ and 32⅓ basis up to maximum State participation base of $145.)
Additional for each additional child	(b)		19.00	(b)	(b)	(Federal pays $19. for each additional child; State and County split remainder on 67⅔ and 32⅓ basis. See footnote (b).)
Percentage for Budget		100.0%	41.5%	39.1%	19.4%	
AID TO NEEDY CHILDREN						
(Children living in boarding homes or private institutions.)						
Percentage for Budget		100.0%	2.2%	58.0%	39.8%	(Federal pays $19.00 per month for each federally eligible child. State pays 67⅔%, County 32⅓% of cost after federal, up to average of $80.00 for all children eligible to ANC. County pays total cost for ineligible children and for cost over average of $80.00 for eligible children.)

PERCENTAGE ANALYSIS OF AID EXPENDITURES

1962-63 Budget Estimates (Cont.)

AID TO DISABLED	TOTAL	FEDERAL	STATE	COUNTY	PRESENT LAW
Maximum Average Grant, statewide	(a) $100.00	39.30	57.86	9.64	(Federal pays $39.30 for each federally eligible recipient; State and County split remainder on 6/7 and 1/7 basis.)
Percentage for Budget	100.0%	49.7%	42.8%	7.5%	
MEDICAL ASSISTANCE FOR THE AGED					
Cost of Medical Care -- in-patient	100.0%	50.0%	25.0%	25.0%	(Federal pays 50% and State and County pay 25% each of medical care in-patient cost. Federal and State pay 50% each of medical care out-patient cost. County pays 100% of drawing account of up to $15.00 for those in-patients with no other income.)
- out-patient	100.0%	50.0%	50.0%	- -	
Drawing accounts - maximum grant	15.00	- -	- -	15.00	
Percentage for Budget	100.0%	49.8%	24.9%	25.3%	

(a) Statutory Maximum
(b) Aid to Needy Children grants are computed on a bugetary basis with maximum State participation base ranging from $145 for one child up to $371 for 9 children, plus $5.00 for each additional child in one family. State pays 67½ of maximum participation base after deducting Federal participation.

All Budget estimates assume that Federal and State subventions will continue on the above stated basis throughout the Fiscal year 1962-63.

FORM 4580

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Public Welfare

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 169 Sheet Number S-6

BUDGET 1962-1963

VENDOR PAYMENTS TO PUBLIC MEDICAL INSTITUTIONS*
AID TO THE NEEDY BLIND

	Cases Aided	Monthly Increase	Av. Paym't Per Case	Payments to Institutions Total	SPOH	HHH	LHH
July, 1960	36	--	$ 100.94	$ 3,634	$ 302	$ 198	$ 3,134
August	34	-2	100.76	3,426	99	297	3,030
September	32	-2	99.53	3,185	198	297	2,690
October	35	3	100.71	3,525	396	297	2,832
November	35	--	100.86	3,530	297	297	2,936
December	37	2	100.76	3,728	198	297	3,233
January, 1961	37	--	100.76	3,728	198	297	3,233
February	36	-1	100.67	3,624	198	297	3,129
March	34	-2	100.76	3,426	297	99	3,030
April	34	--	100.12	3,404	- -	401	3,003
May	36	2	100.78	3,628	- -	401	3,227
June	36	--	100.92	3,633	99	401	3,133
TOTAL 1960-61	422	--	$ 100.64	$42,471	$2,282	$3,579	$36,610
AVERAGE 1960-61	35	--	$ 100.64	$ 3,539			
July, 1961	37	1	$ 100.86	$ 3,732	99	401	3,232
August	40	3	100.70	4,028	104	500	3,424
September	40	--	100.70	4,028	104	500	3,424
October	43	3	101.30	4,356	209	600	3,547
November	41	-2	101.41	4,158	210	704	3,244
December	40	-1	101.35	4,054	210	705	3,139
January, 1962	26	-14	145.00	3,770			
February	27	1	145.00	3,915			
March	28	1	145.00	4,060			
April	29	1	145.00	4,205			
May	30	1	145.00	4,350			
June	30	--	145.00	4,350			
TOTAL 1961-62	411	-6	$ 119.24	$49.006			
AVERAGE 1961-62	34	--	$ 119.24	$ 4,084			
Fiscal Year 1962-63							
Average ANB Monthly Payments	30	--	$ 145.00	$ 4,350			
Total ANB Payments for Year				$52.200			

*January 1962 through June 1963 estimated

BUDGET 1962-63

VENDOR PAYMENTS TO PUBLIC MEDICAL INSTITUTIONS *
OLD AGE SECURITY AND MEDICAL ASSISTANCE FOR THE AGED

	Casee Aided	Monthly Increase	Av. Paym't Per Case	Payments to Institutions Total	SFGH	HHH	LHH
OLD AGE SECURITY							
July, 1960	600	2	$ 96.04	$ 57,623	$ 3,175	$ 2,320	$52,128
August	619	19	92.67	57,362	2,993	2,419	51,950
September	601	-18	96.02	57,707	3,195	2,320	52,192
October	606	5	96.12	58,249	3,813	2,518	51,918
November	606	--	95.95	58,150	3,777	2,324	52,049
December	604	-2	96.00	57,982	3,249	2,423	52,310
January, 1961	614	10	95.88	58,871	3,975	2,621	52,275
February	615	1	96.12	59,116	3,405	2,514	53,197
March	628	13	96.27	60,455	3,595	2,613	54,247
April	648	20	96.08	62,260	3,092	2,518	56,650
May	662	14	96.05	63,586	1,354	2,510	59,722
June	684	22	96.18	65,790	2,122	2,320	61,349
TOTAL 1960-61	7,487	86	$95.79	$717,151	$37,745	$29,420	$649,987
AVERAGE 1960-61	624	7	95.79	59,763			
July, 1961	760	76	96.13	73,061	2,316	2,419	68,326
August	824	64	96.07	79,163	1,932	2,324	74,907
September	859	35	96.16	82,602	3,001	2,225	77,376
October	888	29	96.75	85,912	3,003	2,038	80,871
November	918	30	98.76	90,663	3,213	1,939	85,511
December	929	11	96.74	89,869	3,888	2,332	83,649
TOTAL O.A.S.	5,178	245	$96.81	$501,270	$17,353	$13,277	$470,640
MEDICAL ASSISTANCE FOR THE AGED							
January, 1962	1,250	1,250	$300.00	$375,000			
February	1,350	100	320.00	432,000			
March	1,350	- -	320.00	432,000			
April	1,350	- -	320.00	432,000			
May	1,400	50	320.00	448,000			
June	1,400	- -	320.00	448,000			
TOTAL M.A.A.	8,100	1,400	$316.91	$2,567,000			
TOTAL OAS-MAA, '61-62	13,278		$231.08	$3,068,270			
Av. OAS-MAA 1961-62	1,107		$231.08	$ 255,689			
Fiscal Year 1962-63							
Avg. MAA Monthly Payt	1,450		$345.00	$ 500,250			
Total MAA Payt for Yr.				$6,003,000			

*January 1962 through June 1963 estimated.

BUDGET 1962-1963

VENDOR PAYMENTS TO PUBLIC MEDICAL INSTITUTIONS*

AID TO THE DISABLED

	Cases Aided	Monthly Increase	Av. Paym't Per Case	Payments to Institutions Total	SFGH	HHH	LHH
July, 1960	208	2	$ 69.81	$ 14,520	$ 189	$ 360	$ 13,971
August	208	--	69.86	14,530	343	360	13,827
September	204	-4	69.17	14,111	474	270	13,367
October	204	--	69.81	14,241	376	180	13,685
November	199	-5	70.20	13,969	472	90	13,407
December	205	6	68.23	13,988	420	90	13,478
January, 1961	193	-12	67.40	13,009	333	--	12,676
February	187	-6	66.73	12,479	327	11	12,141
March	197	10	65.12	12,828	528	27	12,273
April	198	1	65.94	13,057	454	27	12,576
May	199	1	66.23	13,179	207	27	12,945
June	201	2	67.00	13,466	207	27	13,232
TOTAL 1960-61	2,403	-5	$ 67.99	$163,377	$4,330	$1,469	$157,578
AVERAGE 1960-61	200	--	67.99	13,615			
July, 1961	208	7	$ 67.12	13,961	207	27	13,727
August	224	16	67.47	15,114	207	27	14,880
September	236	12	65.96	15,566	387	27	15,152
October	269	33	65.09	17,510	613	27	16,870
November	280	11	64.93	18,181	583	27	17,571
December	275	-5	65.11	17,906	342	27	17,537
January, 1962	250	-25	85.00	21,250			
February	275	25	85.00	23,375			
March	300	25	85.00	25,500			
April	325	25	85.00	27,625			
May	350	25	85.00	29,750			
June	375	25	85.00	31,875			
TOTAL 1961-62	3,367	174	$ 76.51	$257,613			
AVERAGE 1961-62	281	15	$ 76.51	21,468			
Fiscal Year 1962-63 Average ATD Monthly Payments	375	--	$ 85.00	$ 31,875			
Total ATD Payments for Year				$382,500			

*January, 1962, through June, 1963, estimated.

PERSONNEL

802 p/m

A. 1 Optometric Consultant — 5 hours per week

Since 1960 the Public Assistance Medical Care Program has provided for payment for eye appliances to recipients if given prior authority by the Welfare Department. These cases must be given a technical review by a qualified optometrist to determine the need and appropriateness of appliances. Until recently the California Optometric Association has designated a qualified member of that Association to perform the services of an Optometric Consultant, who performed this part-time function on a trial basis without compensation. This service has proved effective in protecting the expenditure of public funds and therefore it is considered necessary to provide a paid, part-time optometric consultant. 50% of the cost will be paid from Federal funds.

B. 1 L360 Physician — 5 hours per day

C. 1 T155 (2920) Medical Social Worker — Full time

These positions are necessary to implement the provisions of recent California legislation to the aged (Senate Bill 325). The legislation, which became effective January 1, 1962, requires a medical-social review team, composed of a county medical consultant and a qualified social worker, for the purpose of reviewing recipients of Medical Aid to the Aged to determine the propriety of care in acute as contrasted to long term medical care facilities or nursing homes which receive reimbursement from public funds. A qualified physician is necessary on a part-time basis to review physicians' reports, consult with practitioners and hospitals, and a medical social worker to complete an analysis of the recipient as to eligibility in terms of his social situation. 50% of the cost will be paid from Federal funds.

D. 5 T161 Senior Social Welfare Supervisors — Full Time

Five positions are necessary in this new classification of Senior Social Welfare Supervisor, to function similar to a Grade II Case Supervisor in other county welfare departments. These positions can be fitted into the present organizational structure and will free the time of Division Supervisors and the Assistant Directors of Public Welfare-Social Service for needed top level planning and supervision of new programs and increased workloads. It would otherwise be necessary, in the expansion of the Department, to add additional top administrative staff and split divisions, resulting in a more costly and less efficient operation. Two of these new positions would be placed in the Aged Division, reporting to the Division Supervisor. One would supervise the three units of the Medical Assistance to the Aged program and the two original investigation units of the OAS program. The other would supervise the six carrying units in the OAS Division. The other two Senior Social Welfare Supervisors would be assigned to the Handicapped Division, in a manner similar to those in OAS. One of the Senior Social Welfare Supervisors would supervise three units administering the Aid to the Totally Disabled, Blind Aid and Indigent Aid programs, and the other would supervise Intake and the Medical Division. We will receive 50% reimbursement from Federal funds for these four positions. The fifth position in this classification would function in the Child Welfare Division to supervise and coordinate the work of the two adoption units. The adoption program requires considerable cooperative planning with the other adoption agencies in this area particularly, but also throughout the State, as well as considerable public relations work. It is a specialized kind of work, requiring extensive time and particular knowledge, which will free the Division Supervisor for needed overall planning and supervision. The SDSW has approved the establishment of similar Grade II supervisory positions in other public adoption agencies. This position would be paid completely from State funds, since the law provides for complete reimbursement to the County for all administrative costs of the adoption program.

With the establishment of these five positions, not only will Division Supervisors be freed for necessary functions they are unable to perform with the present wide span of control, but also the Assistant Directors of Public Welfare-Social Service responsible for these programs will be permitted to devote more time to general department planning, supervision and control, and to the inservice training of the staff.

8?

A. 1 T300 Child Welfare Worker — Full time

One additional Child Welfare Worker is necessary to be assigned to the Adoptions program to carry a specialized load of hard-to-place children. These children are relinquished to this Department, and if adoptive homes are not found for them, we will be responsible for them until they are 21. They are children who, because of age, ethnic background, physical or emotional problems, reouire specialized efforts to find adoptive homes for them and to prepare them for adoptive placement. The SDSW will approve the addition of this worker to the adoption staff and 100% reimbursement will be made for the aalary involved.

B. 5 B408 Clerk Stenographers — Full time

These poaitions are necessary to provide the clerical support to accompany the eetablishment of 5 Senior Social Welfare Supervisors. It is not possible to combine these clerical assignments because each will have full-time reaponsibilities and will operate in separate programs at separate locations. We will receive 50% reimburaement from Federal funds for four positions and 100% from State Funds for the fifth position.

C. 1 B516 Senior Clerk Typist — Full time

The initiation of new programs and increase in other programs located at 150 Otis Street has resulted in a greatly increased clerical workload and the clerical pool is presently expanded to equal in eize and function the pool at 585 Bush Street. Formerly the Otis Street clerical pool was superviaed as a part-time duty of the Principal Clerk. Her other duties have now increased so that this part-time supervision is no longer possible. The pool itself now reouires a full-time supervisor, eimilar to the Bush Street pool, which is supervised by a B516, Senior Clerk Typist. We will receive approximately 45% reimbursement from Federal funds for this new position.

D. 1 B454 Telephone Operator — Full time

This position is necessary because of the tremendously increased workload on the telephone system. A fourth position on the switchboard was not provided during the last three years, even though the number of locals has increased from 180 to 260 during that time, and there has been an increase in trunk usage of approximately 50% during this period. It is no longer possible to operate with only three operators. It ia essential that this increased workload be divided evenly to include the fourth position, both from the necessity of increased efficiency and to combat resignations and low morale which are resulting from overwork with the preeent number of employees. We will receive approximately 45% reimbursement from Federal funds for this new position.

E. 1 L364 Part-time Psychiatrist — Part time

It ia necessary to increase the time utilized of a part time Psychiatrist from 3 to 5 hours daily. Increased emphasis on rehabilitation planning for families and children has resulted in a need for additional psychiatric consultation services.

F. Annual Salary Increment.

A. 111 OVERTIME

The following factors have governed and will continue to govern the need for emergency overtime work:

1. The State Department of Social Welfare makes semi-annual budget changes in Aid to Needy Children (based on food and clothing pricings in San Francisco). These changes are mandatory and must be effective on the date set by the State Department of Social Welfare. The time allowed is minimal. 1,050

2. Periodic changes in State Department of Social Welfare regulations effecting the Old Age Security, Blind and Disabled grants requires overtime to complete the changes within the required deadlines. 550

3. Overtime for the IBM Tabulating Division is anticipated because:

   (A) At deadline times and at peak periods it is necessary to require overtime for the Key Punch Operators and for the Tabulating Machine Operators in order that the required work be completed.

   (B) Additional non-routine jobs are planned for the Tabulating Division which will require overtime. These include department's family rehabilitation procedures and special SDSW studies.

   (C) Workload relating to the administration of the State Medical Care Program. This includes:

      (1) Running of medical care history report required by the state. This involves running a quarterly summary of aid paid to each individual recipient with a breakdown by month of service. This information is necessary in order to prepare claims due to overpayments.

      (2) Preparation of transmittals and supporting control sheets accompanying medical statements submitted t o the Controller for payment and monthly statistical reports to the State, requiring additional time, much of which cannot be done within the regular workday because of the already full schedule of the Tabulating Division. 1,500

      (3) Maintenance of active files of recipients eligible to medical care. 650

4. Preparation of the annual budget of the department requires experienced staff, which must do much of the work on an overtime basis, due to the limited time allowed. 650

5. Overtime for the Stenographic Pool to transcribe dictation so that the State Department of Social Welfare requirements for taking action promptly on applications and reinvestigation of eligibility may be met. 600

6. Overtime for the Medical Accounting Division required to process promptly and within the time as set forth by the State Department of Social Welfare payments to medical vendors under the Public Assistance Medical Care Program and Medical Assistance to the Aged program.

7. In all overtime, especially at peak periods and when meeting deadlines, it has been found expedient and economical to use the regular trained staff rather than to spend the time necessary to train inexperienced temporary help for a job assignment of short duration.

5,000

A. TEMPORARY SALARIES

					ANNUAL COST
Employment for Winter Peak (December 1, 1962 to May 31, 1963)					
Intake	4	T-157 Social Worker			
Indigent Aid	2	T-157 Social Worker			
Orig. Invest. - Categ. Aids	2	T-157 Social Worker			
TOTAL	8	T-157 Social Worker	@ $425	$20,400	
Clerical	4	B-512 General Clerk-Typist	@ $358	8,592	$28,992
Vacation Relief (July 1 - November 30, 1962 and June 1-30, 1963)					
5 C-1C4		Janitor, 3 weeks each	(monthly rate) @ $325	$ 1,230	
1 C-52		Elevator Operator, 3 weeks	@ 310	224	
3 B-454		Telephone Operator, 3 weeks each	341	765	
6 L-360		Physician - Part-time, 3 weeks each	339.38	1,782	
Social Service and Clerical					
8 T-157		Social Worker	@ 425	20,400	
		1 Intake			
		1 ANC Original Investigations			
		1 OAS Original Investigations			
		2 ANC District and IA Family			
		2 OAS District			
		1 ATD - MAA			
10 B-512		General Clerk Typist	@ 358	21,480	
		4 Unit Clerk Relief			
		1 Central Index			
		2 Accounting Units			
		2 Stenographic Pool			
		1 Administrative Secretaries, Supply Room, Resource, etc.			
					$45,881
Trainees					
12 2906		Social Worker Trainee	@ 415		59,760

These positions are necessary to alleviate the great difficulty being experienced in recruiting qualified Social Workers. With the increased workload brought about by new programs it is imperative that all caseloads be covered by maintaining a full staff at all times. The high turnover rate of social workers which is felt by all public welfare agencies, produces frequent vacancies where recruitment of qualified workers is often delayed over long periods of time and caseloads being left uncovered with the annual redetermination of eligibility delayed and services needed by recipients not provided. Creation of a trainee classification will establish a recruitment source whereby personnel trained in the procedures and methods of this department may be placed into Social Worker positions as they are vacated and can be immediately productive. Many other counties have found the establishment of a Social Worker trainee program the best single source of recruiting qualified personnel.

Sick Leave Replacement					5,000
					$139,633

A. OE 201 Local Fares

Carfare for 140 social workers, messengers, etc. Average expenditures of $2.50 per month. With an increase of 54 new positions last year the required appropriation will be: $3,950.00

B. OE 202 FREIGHT EXPRESS

Miscellaneous moving expense, including moving furniture and equipment between 585 Bush Street, 150 Otis Street and Single Men's Rehabilitation Center in Redwood City. 500.00

C. OE 205 STORAGE AND CARE OF VEHICLES

To provide for storage of automobiles assigned for use of Public Welfare Department.
Day and night parking with in-and-out privileges at the Bohemian Garage on Bush Street
$15.00 per month $3,420
As needed emergency overnight storage at other locations 80 3,500.00

D. OE 206 TRAVEL EXPENSE

1. Routine travel
Expense of Director and administrative staff to attend routine meetings of State Board of Social Welfare and with State Department of Social Welfare (policy and procedure determination and clarification)

2. Official Travel
A. American Public Welfare Association
(1) By whom: Director of Public Welfare
(2) Purpose: West Coast Regional Conference
(3) Membership authorized by Ordinance No. 4942 amended by Ordinance No. 309-59
(4) Date of meeting: October, 1962
(5) Place of meeting: Seattle, Washington
(6) Amount requested 150.00

B. California Conference of Social Welfare
(1) By whom: Three members of the Supervisory Staff of the Public Welfare Department
(2) Purpose: Annual meeting
(3) Membership authorized by Ordinance No. 4942 amended by Ordinance No. 30-959
(4) Date of Meeting: May, 1963
(5) Place of Meeting: Southern California
(6) Amount requested 250.00

C. Child Welfare League of America
(1) By whom: Three members of the Supervisory Staff of the Public Welfare Department.
(2) Purpose: Annual Southwest Regional Conference
(3) Ordinance authorizing attendance will be requested in FY 1962-63
(4) Date of meeting: April, 1963
(5) Place of meeting: Southern California
(6) Amount requested 250.00

D. Relief Advisory Committee of the County Supervisors Association and Special Child Aid Committee of County Supervisors Association
(1) By whom: Director of Public Welfare
(2) Purpose: Advice to County Supervisors Association of California
(3) Membership therein authorized by Resolution No. 64-60
(4) Three meetings to be held in 1962-63
(5) Place of meeting: Los Angeles and Sacramento
(6) Amount requested 250.00
$2,650.00

A. OE 213 MAINTENANCE AND REPAIR OF BUILDINGS
(miscellaneous maintenance and repairs)

585 Bush Street	
a. for urgent and/or necessary unforeseen maintenance and repairs, based on past experience	5,000.00
b. For routine and emergency maintenance and repairs on elevators as required by State Inspectors	250.00
c. Maintenance painting of miscellaneous offices and corridors. The last time funds were appropriated for this purpose was in 1958-59.	4,000.00
150 Otis Street	
a. For urgent and/or necessary unforeseen maintenance and repairs, based on past experience	2,000.00
	$11,250.00

B. OE 213-1 INSPECT AND SERVICE ELEVATORS

Based on existing contract effective October, 1961 routine inspection and servicing	1,354.00

C. OE 216 MAINTENANCE AND REPAIR AUTOMOBILE EQUIPMENT (Purchaser)

To provide for major maintenance and repairs of 22 automobiles assigned for use of the Public Welfare Department	3,200.00

D. OE 218 MAINTENANCE AND REPAIR OFFICE EQUIPMENT

General Office Equipment Company - 6 Everest adding machines	155.00	
Friden Inc. - 1 Friden Calculator	49.00	
Smith-Corona - 6 electric typewriters	198.50	
Underwood Corp., - 3 electric typewriters	99.00	
Underwood Corp., - 3 adding machines	69.00	
Monroe calculators - 4 calculators, 2 adding machines	209.00	
Marchant Calculators - 2	80.50	
Allied Business Machine Co.; monthly service of all manual typewriters	624.00	
Oimmel Bros., - service of letter opener	36.50	
A.B. Dick, Co. - mimeograph service and inspection	87.50	
Burrough Corp., - 11 adding machines, one calculator	281.00	
IBM Corp., - 12 IBM typewriters	420.00	
Victor adding machine - 2 adding machines	45.00	
Pitney and Bowes, - Postal machine services and inspection	59.00	
Audograph Inc. - services	936.00	
Royal typewriters - 8 electric typewriters	292.00	
R.C. Allen - 3 adding machines	66.00	
Allied Machines - annual cleaning all manual typewriters by compressed air process	780.00	
Fitzgerald - service on two time stamps	32.00	
Facit - 3 adding machines	165.00	
Olivetti - 3 adding machines	256.00	
IBM - 8 electric typewriters @ $35.00 each per year	280.00	
ODhner - 4 adding machines @ $25.00 each per year	100.00	
Comptograph - 3 @ $26.00 each per year	78.00	5,388.00

A. OE 224 REPRODUCTION SERVICES

Work to be performed at Purchaser's Reproduction Bureau. Miscellaneous forms, offset printing and photostats. The addition of a new State-Federal supported program, Medical Assistance to the Aged, and increased caseloads in other categories necessitates an increase in this item. 5,500.00

B. OE 231 HEAT, LIGHT AND POWER

Recommended by the General Manager and Chief Engineer, Bureau of Light, Heat and Power 9,380.00

C. OE 232 TELEPHONE AND TELEGRAPH

Average monthly expenditures (first 6 months)	$ 3,499.00	
Average monthly increase for approved extensions of service at 150 Otis Street in December, 1961 and January, 1962	737.25	
	$ 4,236.25	
Annual recurring telephone service charges for present installations	$50,835.00	
Western Union Telegraph Co. and Yackey Radio	1,826.00	
Bureau of Criminal Investigation Teletype	720.00	
		$53,381.00
New Services		4,042.00
		$57,423.00

D. TELEPHONE INSTALLATION

Because of the tremendous increased workload on the telephone system, a fourth position on the switchboard is requested, this was not provided during the last three years, even though the number of locals has increased from 180 to 260 during that time and there has been an increase in trunk usage of approximately fifty per cent during this period. It is no longer possible to operate with only three positions, it is essential that this increased workload be divided evenly to include the fourth position, both from the necessity of increased efficiency and to combat resignation and low moral.

	Installation Charge	Recurring Charge	
	$600.00	$540.00	
Installation of seven key telephone systems for seven social service units not presently equipped for this type of equipment. These are: Employment Division, Special Services and Interagency, Central Intake, and four Child Welfare Units.	198.00	1,650.00	
	Installation Charge	Recurring Charge	
As needed additional instruments and relocation of existing telephones required by changes in allocation of office space and realignment of units	100.00	200.00	
Telephone service for requested new positions:			
Key telephone systems for five new senior social welfare supervisors and their secretaries (B-408 Stenos)	115.00	1,292.00	
Six extension instruments for 12 new social worker trainees	24.00	324.00	
Three extension instruments for new 1-L760 physician, 1-T700 Child Welfare Worker, and 1-T155 Medical Social Worker	12.00	36.00	
	$1,049.00	$4,042.00	$ 5,091.00

A. OE 233 POSTAGE

It is estimated that $16,000 will be required in the ensuing year. The Department is required to notify applicants and recipients of action taken in connection with each change in grant. Additional correspondence resulting from increased caseloads, increased retroactive aid authorized and increased efforts in locating absent parents and responsible relatives has helped to keep the postage expense up. $12,893 was expended in FY 1960-61, $6,557 has already been expended in the first six months of the current fiscal year. $16,000.00

B. OE 235 SUBSCRIPTIONS

County Welfare Directors Association Bulletin Service	$240
Opinions of Attorney General	36
Recorder	60
Standard and Poor's Stock Guide (to verify value of stock holdings of applicants and recipients - personal property purposes)	24
Jewish Community Bulletin	10
Local Newspapers (3)	90
Child Welfare League of America	4
Journal of Studies of Alcohol	6
Social Welfare Laws of the 50 States	8
Social Service Review	6
Social Case Work	5
Sun Reporter	3
National Conference of Social Welfare $20 and Aging $1	21

513.00

C. OE 236 LAUNDRY

Funds for linens, towels and diaper service used in the examination of infants under study for adoption. We receive 100% State reimbursement for this expenditure. 206.00

D. OE 237 SCAVENGER SERVICE

Amount requested is based on contract in effect in 1961-62. 519.00

E. OE 238 JANITORIAL SERVICES

Current year contract for window washing at 585 Bush Street. Janitorial services at 150 Otis Street (on work order with the Department of Public Works). The increase of $16,440 over the current budget is to provide for the services of two additional janitors and one elevator operator required by the acquisition of the 6th and 7th floors at Otis Street and renovation of the 1st and 8th floors. 28,900.00

F. OE 240 TELEPHONE SERVICE

Two Street Address Telephone Directories - one for each office at $7.50 each per month. 180.00

O. OE 241 RENTAL OF OFFICE EQUIPMENT

2	#402	Accounting Machines @$430	$860	
1	514	Reproducing Punch	125	
3	024	Key Punch @$40	120	
2	056	Verifier @ $50	100	
1	552	Interpreter	90	
2		Collator @ $125 - 085	250	
1	083	Sorter W/counter	130	
1	023	Summary Punch	85	
			Per Month $1760	21,120.00
		Postal Meter		85.00
		Miscellaneous Rentals		495.00
				21,700.00

A. OE 267 MEDICAL SERVICE AND EYE EXAMINATIONS

Medical examinations and eye examinations are required of all applicants applying for Aid to the Disabled and Aid to the Blind. Regular examinations average $15 in cost; Psychiatric examinations average at about $28 each. In most cases applicants for ATD are required to take two medical examinations before a determination of eligibility is made by the State Department of Social Welfare. $28,750 was appropriated for this expenditure in the current year. It is expected that the less stringent eligibility requirements for eligibility to ATD will result in more applications for aid with a result increase in examination expense. $35,000.00

B. OE 298 OTHER CONTRACTUAL SERVICES

Credit Bureau of San Francisco (Retail Credit Association)	$1660	
Fees for census searches and search of miscellaneous civil records(including out of state jurisdiction)	2500	
Resurfacing audograph discs	250	
Catering expense for Foster Home meetings - 4 meetings per year	80	
Miscellaneous Other Contractual	100	4,590.00

C. OE 200.1 CLOTHING BLIND AND DEAF IN SCHOOL

To pay charges against the county approved by the Superior Court in accordance with Sections 20792 and 20795 of the Education Code. Amount request same as appropriated for 1961-62. 180.00

D. OE 200.2 MATERNITY CARE ADOPTIONS

The amount to be expended will be reimbursed 100% by the State. This represents the estimated amount to be allocated to the city and county by the State Department of Social Welfare for costs incurred in giving a maternity care to unmarried mothers of children being relinquished for adoption. Full reimbursement is authorized by W & I Code Section 1642.6 10,000.00

E. OE 203 ALLOWANCE FOR USE OF EMPLOYEES' CARS

Continued heavy use of employees' private automobiles has been necessary because (1) the insufficient number of city-owned cars and (2) the travel requirements in the Child Welfare Division. Children are of necessity placed in foster homes in counties as far away as Santa Cruz, Sonoma and Contra Costa. It has been necessary to curtail visits to children out of the county due to shortage of funds for mileage allowance. The average monthly expenditure based on reimbursements for the first six months is $845 and the amount of $11,000 plus will be required to complete the current fiscal year. 12,000.00

F. OE 269 OTHER PROFESSIONAL & SPECIAL SERVICES

1. Foster home finding service (Jackie) $135 per month	$1620	
2. Psychological testings and laboratory tests - Adoption program	660	
3. Contract with California Physicians Service, California Dental Association, California Pharmaceutical Association, California Optometric Assn., and California Visual Services.	$147,720	

In addition to the auditing and payment services performed in connection with the Public Assistance Medical Care Program by the above contractors, the contract has been extended to include similar services under the new State & Federal program Medical Assistance to the Aged, which became effective 1/1/62. Extension of type of services available to recipients of public assistance under the medical care program made possible by additional federal funds in 1961-62 have increased the workload and contract costs. 150,000.00

A. COMMITTEE ON YOUTH-UNITED COMMUNITY FUND OF SAN FRANCISCO

To continue an agreement providing for strengthening of services to families and youth, finding and assisting in solution of problems contributing to juvenile delinquency, maladjustment, and breakdown of healthy family life, and developing better city-wide and neighborhood coordination and cooperation, in accordance with Ordinance No. 136-60 of the Board of Supervisors. $30,000.00

B. OE 216 MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

The location of the purchasers shop at Quint and Jerrold Streets presents many difficulties in getting our cars over for minor upkeep service, such as lubrication, change of oil and car wash. We estimated that this service could be provided at an average cost of $41 per month for the twenty-two cars assigned to the department. $490 was appropriated for this service this year. 490.00

A. OE 269 DRIVING INSTRUCTION SERVICE

The purpose of the Driving Instruction Service Program, sponsored by the Central Safety Committee is to train all employees who drive automobiles in the performance of their assignments the safety aspects of driving. Most social workers drive automobiles when making home visits. It would not be feasible to have the social work supervisors instruct the workers because (1) many of the supervisors do not drive, (2) the prese nt workload of the Supervisor does not allow time for this additional task, and (3) the high turnover of social work personnel would result in continuous training of staff by the supervisors. A driving safety instructor hired from the Police Traffic Bureau or other approved organization would provide the recommended instruction in the most effective manner and with the least possible interruption in the day to day operations of the department. Funds are requested for instruction two days per week at a cost of $35 per day. $ 3,500.00

B. OE 301 TIRES AND TUBES

Replacements for the 22 vehicles assigned to the department. 175.00

C. OE 302 ELECTRICAL SUPPLIES

Light bulbs, electrical fittings, etc. No increase over current year. 200.00

D. OE 321 FUELS & ILLUMINANTS

To provide funds for gasoline and oil for 22 city-owned cars. Cars used for making home calls on recipients of and applicants for public assistance, adoptive applicants, boarding home applicants and children in foster homes and institutions. Additional cost has resulted from increased use of cars by the Child Welfare Division where children are placed in foster homes in other counties as far distant as Santa Cruz, Sonoma & Contra Costa. Increase over 1961-62 is due to increase of 5 new vehicles assigned to the department. 3,065.00

E. OE 331 HOUSEHOLD AND INSTITUTIONAL SUPPLIES

Towels and restroom supplies for use of staff and the public. Amount requested same as appropriated for current year. 1,300.00

F. OE 335 CLEANING AND JANITORIAL SUPPLIES

On the basis of the first six months expenditures, it is estimated that an increase of $50 is required in the ensuing year. 350.00

G. OE 361 DRUGS

This appropriation provides the necessary drugs for treatment of Indigent Aid recipients. If such treatment is not provided the Public Welfare Department's Medical Division, recipients must be referred to private clinics at greater cost. Also the department would need to provide drugs to recipients through drug stores paying full retail prices. Amount requested same as current year appropriation. 3,200.00

H. OE 370 CITY DIRECTORY

Four City Directories for use by Social Service Staff in the verification of residence, locating of absent parents, responsible relatives, etc. 333.00

I. OE 371 STATIONERY AND SUPPLIES

Increase of $2500 over the current year is to provide for increased requirements brought about by the new Medical Assistance to the Aged program which became effective 1/1/62. As the total amount (including supplemental appropriation) provided for the current year is $25,300 the ensuing year request of $24,000 is actually a decrease of $1,300. 24,000.00

A. OE 375 STATIONERY WITHDRAWALS FROM STORES

This item is increased also because of the additions of the MAA program to the workload of the department. $ 1,700.00

FORM 4859

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Public Welfare

BUDGET EXPLANATIONS
1962-63

Index Number 169

FISCAL YEAR

Sheet Number 12

	FISCAL YEAR	OE	DESCRIPTION	BUDGET ALLOWANCE	ACTUAL EXPENDITURES	PROBABLE EXPENDITURES
A.	1960-61	402	Office Furniture		$ 2,326	
		404	Clinic Furniture		138	
		412	Office Machines		8,272	
		456	Automobiles		11,572	
		482	Medical Equipments		91	
		491	Books		13	
					$22,412	
B.	1961-62 Replacement	402	12 Steel Posture Chairs	$ 525	389	
			15 Steel Swivel Chairs	750	761	
			2 Automatic Elevator Files	4,000		$ 3,606
			Line Guide Copy Holder	65		
			10 Steel Social Worker Desks	1,125		1,214
		412	8 Dictating & Transcribing Machines	2,400	2,413	
			2 Electric Typewriters	900	824	
			6 Manual Typewriters 13"	1,290	1,066	
			1 Manual Typewriter 16"	230		
			1 Adding Machine	270	97	
			1 Copying Machine	230		230
		456	Automobile - Class A - Compact	5,200	5,465	
			" "	4,500	4,187	
			" Station Wagon	2,600	2,626	
	New	402	15 Steel Swivel Chairs without arms	200		200
			8 Steel Desks 55"x30"	900		900
			10 File Cabinets - 5 drawers	600		600
			10 Desk Files 8½x11" cards	50		50
			2 Heavy Duty Staplers	30		30
			1 Card Punch Desk - 4 drawer	90		90
			Mailroom Table and Sorting Rack	220	212	
			Line Guide Copy Holder	65		65
		412	5 Adding Machines	540	746	
			Vacuum Cleaner - Tank type	150		150
			Table Top Truck with 3 shelves	70		70
			Step-up Stool	20		20
		491	Book Reference Materials	100		100
				$27,120		
			SUPPLEMENTAL			
		402	Steel Desk - Clerks	4,429		
			Steel Desk-Social Workers & Supervisors	7,785	7,624	
			Steel Chairs with arms - supervisors	585		
			Steel Chairs without arms - workers	1,653	1,476	
			Steel Posture Chairs (clerk)	536	551	
			Staplers	135	146	
			2 Hole Punchers	60	64	
			Steel Letter Trays (single)	260	132	

FORM 8260

C CITY & COUNTY OF SAN FRANCISCO
Department, Board or Commission PUBLIC WELFARE

BUDGET EXPLANATIONS
1962-63

FISCAL YEAR
Index Number 169 Sheet Number 13

	FISCAL YEAR	OE	DESCRIPTION	BUDGET ALLOWANCE	ACTUAL EXPENDITURES	PROBABLE EXPENDITURES
	1961-62 New (Cont.)	412	13" Manual Typewriters	2,000		1,703
			13" Electric Typewriters	800		
			17" Electric Typewriters	450	1,376	
			1 10 Key adding machine	750		750
			Dictating and Transcribing Machine	3,646	3,645	
		456	Class A Automobiles	10,500	10,468	
		402	Copying Machine	230		230
			5-Drawer File Cabinets	4,590		4,590
			Kardex Files, 17 drawers	1,020		1,020
			Files for 8½x11" cards	60		60
			Couches (including bolsters)	150		150
				$66,759	$44,307	$15,828

EQUIPMENT - REPLACEMENT

	YEAR ACQUIRED	AGE	DEPRECIATION RESERVE	ORIGINAL COST		DESCRIPTION	SALVAGE VALUE	TOTAL COST	DEPARTMENT REQUEST	REFERENCE Sheet	REFERENCE Line	REASON
A.	FY 1942-43 or earlier	18 yrs.	$ 375.00	$ 375.00	E	15 Steel Posture Chairs		$ 702.00	$ 702.00	10	2	To continue the policy of replacing 10% of the chairs & desks used by the clerical & social service staff. The chairs and desks to be replaced are made of wood and are in very poor condition. Most of these were taken over from the State Relief Administration or transferred to the Department from the Purchaser's surplus stock. For example, the receptionist's chair is over 15 yrs. old and is dangerous as well as uncomfortable.
B.	FY 1942-43	18 yrs.	650.00	650.00	E	25 Steel Swivel Chairs w/o arms		1,814.00	1,814.00	10	3	
C.	FY 1942-43	20 yrs.	2,000.00	2,000.00	E	10 Steel Social Workers Desks	100.00	2,460.00	2,360.00	10	4	
D.	FY 1942	20 yrs.	2,400.00	2,400.00	E	3 Automatic Elevator Files	105.00	5,731.00	5,626.00	10	5	To complete replacement of current drawer type files for master cards with elevator files. Replacement will provide increase in capacity and greater efficiency of operation.
E.	FY 1951	10 yrs.	1,200.00	400	E	3 Electromatic Typewriter S/N 5801108-13 : IBM S/N 2305439 : Royal S/N 2343499 : Royal	120.00	1,470.00	1,350.00	10	6	1-13" machine to replace 10 yr. old model IBM electric. 2-13" machines to be replaced in Child Welfare pool.
F.						15 Manual 13" Carriage TYPEWRITERS				10	7	
	FY 1957-58	5 yrs.	125.00	140.00		R.C. Allen 8-21?9016E	10.00	235.00	225.00			To continue 10% replacement of old and insufficient typewriters. Many machines are over 10 yrs. old and they are in poor operating condition.
	FY 1957-58	5 yrs.	125.00	140.00		R.C. Allen 213948?E	10.00	235.00	225.00			
	FY 1957-58	5 yrs.	125.00	140.00		RC Allen 2145251E	10.00	235.00	225.00			
	FY 1957-58	5 yrs.	125.00	140.00		R. C. Allen 2139000E	10.00	235.00	225.00			
	FY 1957-58	5 yrs.	125.00	140.00		R.C. Allen 2138363	10.00	235.00	225.00			

FORM 0350

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WELFARE

BUDGET EXPLANATIONS
1962-63

Index Number 169

FISCAL YEAR

Sheet Number 14

	YEAR ACQUIRED	AGE	DEPRECIATION RESERVE	ORIGINAL COST	DESCRIPTION	SALVAGE VALUE	TOTAL COST	DEPARTMENT REQUEST	REFERENCE SHEET	REFERENCE LINE	REASON
	Replacement (cont.)										
	FY 1957-58	5 yrs.	$ 125.00	$ 140.00	R.C. Allen 8-2139008E	$ 10.00	$ 235.00	$ 225.00			
	FY 1957-58	5 yrs.	125.00	140.00	R.C. Allen 8-2139017E	10.00	235.00	225.00			
	FY 1948-49	14 yrs.	150.00	150.00	Remington 1292814	10.00	235.00	225.00			
	FY 1939-40	23 yrs.	150.00	150.00	Royal 2418396	10.00	240.00	230.00			
	FY 1947-48	15 yrs.	150.00	150.00	Royal 2348042 PICA	10.00	240.00	230.00			
	FY 1947-48	15 yrs.	150.00	150.00	Royal 3516721	10.00	240.00	230.00			
	FY 1947-48	15 yrs.	150.00	150.00	Royal 2305439	10.00	240.00	230.00			
	FY 1947-48	15 yrs.	150.00	150.00	Royal 2343499	10.00	240.00	230.00			
	FY 1949-50	13 yrs.	150.00	150.00	Royal 3853826	10.00	240.00	230.00			
	FY 1955-56	7 yrs.	150.00	150.00	Smith-Corona 88E4115261	10.00	254.00	244.00			
A.					3 Typewriters 16"				10	8	
	FY 1957-58	5 yrs.	125.00	165.00	RC Allen 8-2139024E	25.00	245.00	220.00			
	FY 1957-58	5 yrs.	125.00	165.00	R.C. Allen 8-2139022E	25.00	245.00	220.00			
	FY 1952-53	10 yrs.	165.00	165.00	Remington J-2319789	25.00	245.00	220.00			
B.					Typewriter 20"				10	9	
	FY 1952-53	10 yrs.	165.00	165.00	Remington J-2,258917	25.00	251.00	236.00			
C.	FY 1951-52	10 yrs.	1,500.00	1,500.00	25 Dictating & Transcribing Machines		9,781.00	9,781.00	10	10	To continue replacement of 59 dictating and transcribing machines. Much of our present equipment is in very poor condition and constantly in need of repair. 100% State funds will be available for seven of these units.
D.	FY 1939	23 yrs.	500.00	500.00E	1 Calculator-Marchant S/N 10M116633	50.00	650.00	600.00	10	11	To replace 23 yr. old calculator used in preparation of statistical reports. This machine was serviced recently by the Marchant Company and we were advised that this machine will probably not last another year.
E.	FY 1952-53	10 yrs.	1,500.00	1,500.00	1 Station Wagon	100.00	2,800.00	2,700.00	10	12	To replace one 1952 Station Wagon used on the adoption program. The State will pay 100 per cent of the cost of this vehicle.
								$29,253.00			
F.	New				1 Dictating Machine		385.00	385.00	10	13	For new Medical Service worker and Child Welfare worker.

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission PUBLIC WELFARE — Index Number 169 — Sheet Number 15

YEAR ACQUIRED New (Cont.)	AOE	DEPRECIATION RESERVE	ORIGINAL COST	DESCRIPTION	SALVAOE VALUE	TOTAL COST	DEPARTMENT REQUEST	REFERENCE Sheet	REFERENCE Line	REASON
A.				10 Control Panels for IBM Tabulating Machine 4 for 402 Accounting Machine 2 for 085 Collator 4 for Reproducing-Summary Punch		668.00	668.00	10	14	Annual purchase of panels for recurring reports run on Tabulating Machine. These were budgeted in Material & Supplies Appropriation in prior year.
B.				12 Crank case blow-by devicee for twelve automobilee purchased prior to 1962		192.00	192.00	10	15	Recommended by the Board of Directors. Bay Area Pollution Control District.
C.				Book and Reference Materials		200.00	200.00	10	16	For neceesary books and reference materials required for uee by the Department.
D.				1 Telephone Operator'e Chair		53.00	53.00	10	17	For new position of telephone operator
E.				6 Steel Posture Chairs		281.00	281.00	10	18	For six new clerical positions
F.				6 Steel Desks - 55x30"		1,625.00	1,625.00		19	
G.				14 Steel Swivel Chairs w/o arms		830.00	830.00	10	20	For 14 new soc.serv.positions.
H.				6 Steel Swivel Chairs w/o arms		435.00	435.00	10	21	for five new Senior Welfare
I.				14 Steel desks - 55x30"		3,306.00	3,306.00	10	22	Supervisors and one L-360
J.				6 Steel desks - 60x30"		1,468.00	1,468.00	10	23	Physician, PT. The State will pay full cost (100%) on three deeke and three chairs, $931, as theee will be for Adoption personnel.
K.				10 File Cabinets, 5 drawer, letter size		1,700.00	1,700.00	10	24	Additional files required due to increasing caseloads. One for Adoption Unit, with lock. (100% State Funds).
L.				4 Steel Book Cases		416.00	416.00	10	25	For District Supervisors' manual matsrial and Social Service publications.
M.				3 Kardex Files		360.00	360.00	11	1	Two for Emergency Order Desks at Bush and Otis Streets. One for Personnel and Payroll Section.
N.				2 Tub Files - 30x60"		337.00	337.00	11	2	For filing of ANC Financial Cards. Present tub file has inadeouate space for increase in caseload. (1) For MAA eligibility desk (1).

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WELFARE

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 169 Sheet Number 16

YEAR ACQUIRED	AGE	DEPRECIATION RESERVE	ORIGINAL COST	DESCRIPTION	SALVAGE VALUE	TOTAL COST	DEPARTMENT REQUEST	REFERENCE Sheet	REFERENCE Line	REASON
New (Cont.)										
A.				20 Single & Double File Drawer Cabinets for 5x8",4x6" cards		350.00	350.00	11	4	For filing of case cards, statistical cards, etc., in the Social Service Units.
B.				6 Electromatic Typewriters 13" carriage		2,808.00	2,808.00	11	5	For five secretaries to new Senior Welfare Supervisors and one B-516 Senior Clerk Typist. (Supervisor, Steno Pool)
C.				1 Electromatic Typewriter 17" carriage		480.00	480.00	11	6	For typing of stencils at 150 Otis Street, Stenographic Pool. None now available.

A. OE 812 Fidelity Insurance

Funds for bonds will be required for the five members of the Public Welfare Commission and the Director of Public Welfare.	$110.00	
Blanket bond for employees	90.00	$200.00

B. OE 813 Automobile Insurance

The automobile insurance for vehicles assigned to the Public Welfare Department will be carried by the Purchasing Department. We are showing the auto insurance expense here so that we may claim approximately 45 per cent reimbursement from Federal Funds.	$2,160.00

C. 854 Membership Dues

Membership for Department and Director; authorized per section 1.11 of the membership ordinance

	Department	Director	
(a) American Public Welfare Association	$950.00	$10.00	960.00
(b) California Association for Health and Welfare (formerly California Conference of Social Work)	300.00	5.00	305.00
(c) National Conference of Social Welfare (formerly National Conference of Social Work)	20.00	10.00	30.00
(d) County Welfare Director's Association of California		5.00	5.00
TOTAL			$1,300.00

FORM #150

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Public Welfare

BUDGET EXPLANATIONS
1962-1963

FISCAL YEAR

Index Number 169 Sheet Number 18

A.

	Fiscal Year 1960-61				Fiscal Year 1961-62*				Fiscal Year 1962-63*	
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase
AID TO NEEDY CHILDREN										
July	4,099	34	$155.19	$634,562	4,651	26	$163.19	$758,993	4,925	-
August	4,127	38	156.30	645,037	4,706	55	160.45	755,058	4,935	10
September	4,142	15	152.01	629,611	4,749	43	154.58	734,081	4,950	15
October	4,176	34	155.30	648,517	4,770	21	166.76	795,467	4,975	25
November	4,222	46	154.54	652,450	4,778	8	162.15	764,234	5,000	25
December	4,304	82	152.47	656,252	4,808	30	161.52	775,624	5,025	25
January	4,340	36	156.09	677,449	4,830	22	161.04	777,823	5,050	25
February	4,415	75	155.92	688,402	4,850	20	161.00	780,850	5,075	25
March	4,502	87	157.08	707,169	4,875	25	161.00	784,875	5,100	25
April	4,548	46	157.98	718,496	4,900	25	163.00	798,700	5,115	15
May	4,604	56	154.78	712,617	4,915	15	163.00	801,145	5,125	10
June	4,625	21	156.90	725,645	4,925	10	163.00	802,775	5,125	-
TOTAL	52,094	570	$155.42	$8,096,207	57,757	300	$161.53	$9,329,625	60,400	200
AVERAGE	4,341	48	$155.42	$674,684	4,813	25	*161.53	$777,469	5,033	17
							Average Cost per Case per Month			$163.25
							Total Cost Fiscal Year 1962-63			$9,860,000

B.

	Fiscal Year 1960-61				Fiscal Year 1961-62*				Fiscal Year 1962-63*	
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase
OLD AGE SECURITY										
(1) Grant Payments										
July	12,780	-46	$80.55	$1,029,445	12,441	57	$81.18	$1,009,962	12,600	100
August	12,786	6	81.21	1,038,368	12,465	24	79.99	997,019	12,675	75
September	12,738	-48	81.03	1,032,223	12,424	-41	79.76	990,926	12,725	50
October	12,713	-25	80.96	1,029,157	12,464	40	81.06	1,010,299	12,750	25
November	12,661	-52	80.69	1,021,676	12,445	-19	80.77	1,006,107	12,775	25
December	12,636	-25	80.37	1,015,537	12,441	-4	80.23	998,164	12,800	25
January	12,572	-64	80.54	1,012,525	11,700	-741	95.00	1,111,500	12,800	-
February	12,536	-36	80.26	1,006,089	11,900	200	100.00	1,190,000	12,800	-
March	12,491	-45	80.94	1,010,984	12,075	175	102.00	1,231,650	12,800	-
April	12,427	-64	79.66	989,957	12,225	150	104.00	1,271,400	12,775	-25
May	12,405	-22	80.72	1,001,328	12,375	150	106.00	1,311,750	12,750	-25
June	12,384	-21	80.45	996,303	12,500	125	108.00	1,350,000	12,725	-25
TOTAL	151,129	-442	$80.62	$12,183,592	147,455	11[illegible]	$91.41	$13,478,777	152,975	225
AVERAGE	12,594	-37	$80.62	$ 1,015,249	12,288	10	$91.41	$ 1,123,231	12,748	19
							Average Cost per Case per Month			$110.15
							Total Cost Fiscal Year 1962-63			$16,850,000

* January, 1962, thru June, 1963, estimated.

FORM 4850

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Public Welfare

BUDGET EXPLANATIONS
1962-1963

FISCAL YEAR

Index Number 169 Sheet Number 19

A.

	Fiscal Year 1960-61			Fiscal Year 1961-62*			Fiscal Year 1962-3*
OLD AGE SECURITY (2) Transfers to Medical Care Revolving Fund	Persons Count for Transfer	Trans.Rate Per Person	Am't. of Transfer	Persons Count for Transfer	Trans.Rate Per Person	Am't. of Transfer	Persons Count for Transfer
July	12,835	$2.32	$29,777	12,389	$2.52	31,220	
August	12,798	2.32	29,691	12,434	2.52	31,334	12,484
September	12,821	2.51	32,181	12,465	2.52	31,412	
October	12,760	2.51	32,028	12,349	1.00	12,349	12,632
November	12,729	2.51	31,950	-	-	-	
December	12,692	2.51	31,857	-	-	-	
January	12,650	2.51	31,752	11,592	1.00	11,592	12,682
February	12,579	2.51	31,573				
March	12,543	2.52	31,608	12,112	1.00	12,112	12,657
April	12,488	2.52	31,470				
May	12,437	2.52	31,341	73,341		$130,019	50,455
June	12,416	2.52	31,288				
TOTAL	151,748		376,516				

Transfer Rate per Person per Quarter $1.00

Total Transfer Fiscal year 1962-63 $50,455

B.

	Fiscal Year 1960-61				Fiscal Year 1961-62*				Fiscal year 1962-63*	
AID TO THE BLIND	Cases Aided	Monthly Increase	Av.Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase
July	624	-	$97.00	$60,530	597	1	$95.94	$57,278	600	-
August	619	-5	97.69	60,470	594	-3	96.42	57,273	600	-
September	612	-7	97.42	59,624	590	-4	94.75	55,905	600	-
October	611	-1	98.00	59,876	590	-	97.59	57,577	600	-
November	606	-5	96.18	58,286	577	-13	96.13	55,469	600	-
December	602	-4	95.94	57,755	573	-4	94.08	53,905	600	-
January	601	-1	98.33	59,099	560	-13	110.00	61,600	600	-
February	594	-7	95.63	56,806	570	10	115.00	65,550	600	-
March	597	3	96.13	57,392	580	10	120.00	69,600	600	-
April	599	2	101.76	60,956	590	10	125.00	73,750	600	-
May	598	-1	96.90	57,947	595	5	125.00	74,375	600	-
June	596	-2	91.55	54,565	600	5	125.00	75,000	600	-
TOTAL	7,259	-28	$96.92	$703,306	7,016	4	$107.94	$757,282	7,200	-
AVERAGE	605	-2	$96.92	$ 58,609	584	-	$107.94	$ 63,107	600	-

Average Cost per Case per Month $125.00

Total Cost Fiscal Year 1962-63 $900,000

*January 1962 through June 1963 estimated.

FORM 6250

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission: Public Welfare — 1962-1963 — Index Number 169 — Sheet Number 20

A.

	Fiscal Year 1960-61			Fiscal Year 1961-62			Fiscal Year 1962-63*
	Persons Count For Transfer	Trans. Rate per Person	Am't of Transfer	Persons Count for Transfer	Trans. Rate Per Person	Am't of Transfer	Persons Count for Transfer
TRANSFERS TO MEDICAL CARE REVOLVING FUND AID TO THE BLIND							
July	589	$0.95	$560	569	$1.14	$648	597
August	587	0.95	558	566	1.14	645	-
September	579	1.06	614	561	1.14	640	-
October	579	1.06	606	587	1.00	587	597
November	569	1.06	603	-	-	-	-
December	566	1.06	600	-	-	-	-
January	561	1.06	595	557	1.00	557	597
February	558	1.06	591	-	-	-	-
March	556	1.14	634	-	-	-	-
April	559	1.14	639	587	1.00	587	597
May	570	1.14	650	-	-	-	-
June	571	1.14	648	-	-	-	-
TOTAL	6,844		$7,298	3,427		$3,664	2,388

Transfer Rate Per Person $1.00

Amount of Transfer, Fiscal Yr. '62-63 $2,388

B.

	Fiscal Year 1960-61				Fiscal year 1961-62*				Fiscal Year 1962-63*	
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase
AID TO DISABLED										
July	569	25	$ 81.80	$ 46,547	736	28	$ 85.36	$ 62,828	1475	25
August	584	15	81.89	47,826	778	42	77.76	60,497	1500	25
September	586	2	81.31	47,645	798	20	79.52	63,458	1525	25
October	605	19	82.50	49,910	828	30	80.19	66,399	1550	25
November	622	17	81.13	50,464	848	20	78.81	66,832	1575	25
December	635	13	80.75	51,277	846	-2	77.21	65,321	1600	25
January	640	5	80.69	51,642	950	104	91.76	87,170	1625	25
February	634	-6	80.31	50,917	1100	150	84.55	93,000	1650	25
March	662	28	78.71	52,108	1250	150	79.60	99,500	1675	25
April	672	10	80.11	53,836	1350	100	77.96	105,250	1700	25
May	686	14	83.40	57,211	1400	50	77.23	108,125	1725	25
June	708	22	84.01	59,477	1450	50	76.55	111,000	1750	25
TOTAL	7603	164	$81.40	$618,860	12334	742	$80.22	$989,380	19350	300
AVERAGE	634	14	$81.40	$ 51,572	1028	62	$80.22	$ 82,448	1613	25

Average Cost per Case per Month $ 78.81

Total Cost Fiscal Year 1962-63 $1,545,000

January 1962 through June 1963 estimated.

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Public Welfare

BUDGET EXPLANATIONS
1962 - 1963

FISCAL YEAR

Index Number 169 Sheet Number 21

A.

AID TO DISABLED
Transfer to Medical Care Revolving Fund

	Fiscal Year 1961-62*			Fiscal Year 1962-63*
	Persons Count for Transfer	Trans. Rate Per Person	Amt. of Transfer	Persons Count For Transfer
July	-	-	-	1438
August	-	-	-	-
September	-	-	-	-
October	807	$1.00	$807	1511
November	-	-	-	-
December	-	-	-	-
January	926	1.00	926	1584
February	-	-	-	-
March	-	-	-	-
April	1316	1.00	1316	1657
May	-	-	-	-
June	-	-	-	-
TOTAL	3049	$1.00	$3049	6190

Transfer Rate per Person per Quarter $1.00

Total Transfers Fiscal Year 1962-1963 6,190.00

B.

INOIGENT AID - RESIDENT

	Fiscal Year 1960 -61				Fiscal Year 1961-62*				Fiscal Year 1962-63*	
	Cases Aided	Monthly Increase	Av. Cost per Case	Total Cost	Cases Aided	Monthly Increase	Av.Cost per Case	Total Cost	Cases Aided	Monthly Increase
July	2,206	100	$55.05	$121,441	2,317	25	$62.02	$143,696	2,175	-25
August	2,252	46	60.45	136,124	2,239	-78	65.27	146,144	2,150	-25
September	2,287	35	57.12	130,642	2,121	-118	60.59	128,520	2,125	-25
October	2,287	-	55.13	126,084	2,064	-57	65.48	136,153	2,125	-
November	2,371	84	58.48	138,650	2,111	47	67.09	141,627	2,150	25
December	2,480	109	61.16	151,671	2,054	-57	69.98	143,742	2,175	25
January	2,489	9	56.81	141,409	2,100	46	65.08	136,668	2,200	25
February	2,328	-161	62.79	146,184	2,175	75	66.00	143,550	2,225	25
March	2,304	-24	67.69	155,956	2,250	75	66.00	148,500	2,250	25
April	2,231	-73	61.97	138,262	2,275	25	67.00	152,425	2,250	-
May	2,185	-46	66.46	145,221	2,225	-50	68.00	151,300	2,225	-25
June	2,292	107	57.69	132,219	2,200	-25	68.00	149,600	2,200	-25
TOTAL	27,712	186	$60.04	$1,663,863	26,131	-92	$65.90	$1,721,925	26,250	-
AVERAGE	2,309	16	$60.04	$ 138,655	2,178	-8	$65.90	$ 143.494	2,188	-

Average Cost per Case per Month $68.57

Total Cost Fiscal Year 1962-63 $1,800,000

* January, 1962, through June, 1963, estimated.

FORM 4250

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Public Welfare

BUDGET EXPLANATIONS
1962-1963

Index Number 169

FISCAL YEAR

Sheet Number 22

A.

	Fiscal Year 1960-61				Fiscal Year 1961-62e				Fiscal Year 1962-63e	
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase
INDIGENT AID - NON- RESIDENT										
July	200	-5	$37.38	$7,477	167	-81	$61.19	$ 10,219	210	-15
August	206	6	46.59	9,597	228	61	44.76	10,206	200	-10
September	211	5	43.30	9,137	214	-14	44.86	9,599	190	-10
October	220	9	41.82	9,200	222	8	43.07	9,563	205	15
November	228	8	41.01	9,349	215	-7	63.79	13,715	215	10
December	268	40	44.20	11,846	196	-19	38.70	7,586	225	10
January	252	-16	49.36	12,439	215	19	49.02	10,539	235	10
February	230	-22	47.63	10,933	230	15	50.00	11,500	245	10
March	231	1	55.62	12,848	245	15	50.00	12,250	250	5
April	250	19	45.80	11,451	250	5	52.00	13,000	250	-
May	227	-23	50.63	11,494	235	-15	53.00	12,455	235	-15
June	248	21	45.63	11,317	225	-10	53.00	11,925	210	-25
TOTAL	2,771	43	$45.86	$127,088	2,642	-23	$50.17	$132,557	2,670	-15
AVERAGE	231	4	$45.86	$ 10,591	220	-2	$50.17	$ 11,046	223	-1
							Average Cost per Case per Month			$50.56
							Total Cost Fiscal Year 1962-63			$135,000

B.

	Fiscal Year 1960-61				Fiscal Year 1961-62e				Fiscal Year 1962-63e	
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase	Av.Cost Per Case	Total Cost	Cases Aided	Monthly Increase
FOSTER CARE OF CHILDREN										
July	804	-24	$77.12	$62,003	85?	-45	$ 82.33	$70,224	805	-10
August	833	29	75.80	63,138	821	-32	78.07	64,092	800	-5
September	836	3	74.37	62,173	831	10	70.18	58,318	805	5
October	849	13	73.86	62,705	791	-40	80.05	63,317	810	5
November	855	6	74.95	64,083	793	2	77.05	61,103	815	5
December	863	8	73.88	63,755	786	-7	69.95	54,981	820	5
January	853	-10	74.07	63,182	790	4	76.31	60,285	825	5
February	857	4	71.45	61,233	795	5	85.00	67,575	830	5
March	888	31	71.94	63,886	800	5	85.00	68,000	835	5
April	873	-15	73.39	64,072	805	5	85.00	68,425	840	5
May	885	12	78.06	69,086	810	5	85.00	68,850	845	5
June	898	13	72.16	64,804	815	5	85.00	69,275	845	-
TOTAL	10,294	70	$74.23	$764,120	9,690	-83	$79.92	$774,145	9,875	30
AVERAGE	858	6	$74.23	$ 63,677	808	-7	$79.92	$ 64,537	823	3
							Average Cost per child per Month			$80.61
							Total Cost Fiscal Year 1962-63			$875,000

January, 1962, through June, 1963, estimated.

FORM 4280

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS 1962-1963 — FISCAL YEAR

Department, Board or Commission Public Welfare — Index Number 169 — Sheet Number 23

A.

	Fiscal Year 1961-62*				Fiscal Year 1962-63*	
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase
MEDICAL ASSISTANCE TO THE AGED						
July	-	-	-	-	2,500	100
August	-	-	-	-	2,550	50
September	-	-	-	-	2,600	50
October	-	-	-	-	2,650	50
November	-	-	-	-	2,675	25
December	-	-	-	-	2,700	25
January	1,500	1,500	$350.00	$525,000	2,725	25
February	1,800	300	360.00	648,000	2,750	25
March	2,000	200	380.00	760,000	2,765	15
April	2,200	200	380.00	836,000	2,780	15
May	2,300	100	380.00	874,000	2,790	10
June	2,400	100	380.00	912,000	2,800	10
TOTAL	12,200	2,400	$373.36	$4,555,000	32,285	400
AVERAGE	2,033	400	$373.36	$759,167	2,690	33

Average Cost per Case per Month $374.79

Total Cost Fiscal Year 1962-63 $12,100,000

B.

	Fiscal Year 1961-62*				Fiscal Year 1962-63*	
	Cases Aided	Monthly Increase	Av. Cost Per Case	Total Cost	Cases Aided	Monthly Increase
DRAWING ACCOUNTS - MEDICAL ASSISTANCE TO THE AGED						
July	-	-	-	-	500	-
August	-	-	-	-	500	-
September	-	-	-	-	500	-
October	-	-	-	-	500	-
November	-	-	-	-	500	-
December	-	-	-	-	500	-
January	550	550	$15.00	$8,250	500	-
February	700	150	12.00	8,400	500	-
March	650	-50	10.00	6,500	500	-
April	600	-50	10.00	6,000	500	-
May	550	-50	10.00	5,500	500	-
June	500	-50	10.00	5,000	500	-
Total	3,550	500	$11.17	$39,650	6,000	-
AVERAGE	592	83	$11.17	$ 6,608	500	-

Average Cost per Case per Month $10.00

Total Cost Fiscal Year 1962-63 $60,000

* January, 1962 through June, 1963, estimated

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO
Department, Board or Commission Public Welfare

BUDGET EXPLANATIONS
1962-1963

FISCAL YEAR
Index Number 149 Sheet Number 24

REVENUE ESTIMATES

PUBLIC ASSISTANCE MEDICAL CARE PROGRAM

	Monthly Rate Source of Payments Into Fund				Amount - Fiscal Year 1962-63 Source of Funds				Total Less County
	Total	Federal	State	County	Total	Federal	State	County	
Aid to Needy Children - Family Groups									
169,120 children	$3.00	$1.50	$1.50	-	$507,360	$253,680	$253,680	-	-
54,240 Needy Caretakers and Incap. Fathers	6.00	3.00	3.00	-	325,440	162,720	162,720	-	-
TOTAL					$832,800	$416,400	$416,400	-	$832,800
ANC - Foster Homes & Institutions									
1,026 children - Fed. eligible	3.00	1.50	1.50	-	$ 3,078	$ 1,539	$ 1,539	-	
8,849 children - non-Fed.	3.00	-	3.00	-	26,547	-	26,547	-	
TOTAL					$ 29,625	$ 1,539	$ 28,086		$ 29,625
Youth Guidance Center									
ANC - Bdg. Homes & Institutions	3.00	-	3.00	-	$ 25,000	-	$ 25,000	-	$ 25,000
Old Age Security									
152,975 persons	15.00	9.00	5.66-2/3	0.33-1/3	$2,294,625	$1,376,775	$867,395	$50,455	$2,244,170
Aid to the Blind									
Aid to Needy Blind -6,792 persons	15.00	3.00	11.66-2/3	0.33-1/3	$101,880	$ 20,376			
Aid to Potentially Self-supporting Blind -408 persons	15.00	-	14.66-2/3	0.33-1/3	6,120				
TOTAL					$108,000	$ 20,376	$85,236	$2,388	$105,612
Aid to Disabled									
19,350persons	15.00	3.00	11.66-2/3	0.33-1/3	$290,250	$ 58,050	$226,010	$6,190	$284,060
					$3,580,300	1,873,140	1,648,127	59,033	3,521,267

TOTAL MEDICAL CARE PROGRAM

	TOTAL	FEDERAL AMT.	%	STATE AMT.	%	S.F. AMT.	%
ANC	$9,860,000	$4,088,673	41.5	$3,865,146	39.1	$1,916,181	19.4
OAS	16,900,455	6,011,918	35.6	9,280,785	55.0	1,508,752	9.4
BA	902,385	266,926	29.6	479,055	53.1	156,407	17.3
ATD	1,531,190	760,455	49.7	655,324	42.8	115,411	7.5
IA - Res.	1,800,000	. .		. .		1,800,000	100.0
IA -Non-Res	135,000	. .		. .		135,000	100.0
Foster Care of Chil.	875,000	19,494	2.2	507,330	58.0	348,176	39.8
MAA	12,160,000	6,050,000	49.8	3,029,500	24.9	3,080,500	25.3
Med. Care - ANC-FG	832,800	416,400	50.0	416,400	50.0	. .	. .
ANC-BHI	54,625	1,539	2.8	53,086	97.2	. .	. .
OAS	2,241,170	1,376,775	61.3	867,395	38.7	. .	. .
BA	105,612	20,376	19.3	85,236	80.7	. .	. .
ATD	284,060	58,050	20.4	226,010	79.6	. .	. .
TOTAL	47,685,300	19,070,606	40.0	19,464,267	40.8	9,150,427	19.2

(100)

CAPITAL IMPROVEMENTS

Fire Alarm and Bell System - 150 Otis Street

To provide fire alarm system for first, sixth, seventh, eight and ninth floors occupied by the Public Welfare Department. This fire alarm and bell system to warn occupants to evacuate the building in case of fire was recommended by the Fire Prevention Bureau. There is no warning system of this nature in the building at present. $1800.00

Automatic Sprinkler System - 585 Bush Street

To provide a fire Sprinkler System for the entire building of 44,000 sq. ft. floor area in accordance with Standards of Pacific Fire Rating Bureau. This building is of Type 3 construction and was recommended by the Fire Prevention Bureau to have a fire Sprinkler System as a protection against the spread of fire. $43600.00

Form 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission: Public Welfare Department
Single Men's Rehabilitation Center

BUDGET EXPLANATIONS
1962 -63

Index Number 170

FISCAL YEAR

Sheet Number 1

A. PERMANENT SALARIES

Annual Salary Increment $318.00

B. PERMANENT WAGES

One less working day in fiscal year 1962-63 -$38.00

C. OVERTIME

Emergency overtime in case of sickness or other emergency to provide for at least one staff member at the center at all times. $250.00

D. HOLIDAY PAY

For 3-T402 Assistant Camp Managers and one T400 Camp Manager. 12 holidays. It will be necessary to have the staff on duty at the Center on all holidays to provide 24 hour per day supervision of the residents. $1,628.00

E. OVERTIME-EXTENDED WORK WEEK

T404 Camp Working Foreman

No. of Position	Hours	Name	Rate	Computation	Amount	Dif. in Hour
1	44	Black	$505.12	4.37x4x52	4908.96	4

FORM 4880

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission: Public Welfare Department

Single Men's Rehabilitation Center

1962-63

Index Number 170 — Sheet Number 2

A. TEMPORARY SALARIES

Vacation Relief

1	T400 Camp Manager	2 weeks Holiday 3 weeks Vacation	$825.00
3	T402 Asst. Camp Manager	8 weeks	1,073.00
1	T404 Camp Work Foreman	3 weeks	379.00
	Sick Leave Replacements		600.00
			$2,877.00

Amount requested for sick leave replacement based on experience in 1st 7 months of F.Y. 1961-62

B. INMATE HELP

Payments to various residents who are given responsibility for various assignments, thereby making it possible for the Camp Manager and Camp Work Foreman to devote more time to planning and performing other guidance, training and rehabilitation work.

Monthly Pay Scale

General Foreman $15.00; Kitchen Detail Foreman $10.00; Cleanup Detail Foreman, Bldg. Maintenance Foreman, Ground Detail Foreman, Laundry Detail Foreman, and Foreman for other details $5.00 each. $1,300.00

C. OVERTIME AND TEMPORARY WAGES

Temporary wages for vacation relief, sick leave relief and holiday pay for 2 - 112 Cooks. No overtime funds requested.

25 Vacation Days
20 Sick leave days
24 Holidays
69 Days @ $19.25 — 1,330.00

D. MAINTENANCE AND REPAIR AUTO EQUIPMENT

Routine maintenance of panel truck, the truck is now 5 years old and more frequent repair and maintenance are anticipated $200.00

E. MAINTENANCE AND REPAIR OTHER EQUIPMENT

Estimated cost of repairing kitchen and laundry equipment, television, radios, motion picture projector, etc. First 7 months expenditures amounted to $392.00. $500.00

A. HEAT, LIGHT AND POWER — $ 3,040.00

Based on letter received from the Bureau of Heat, Light and Power.

B. SUBSCRIPTIONS — 175.00

To continue the subscription for two copies each of the three San Francisco newspapers for the residents of the Center.

C. FOODSTUFFS — 35,350.00

The estimated cost of feeding the 97 men at $1.00 per day per person. First six months expenditures amounted to $17,389.00.

D. FILING CABINET (One-4 drawer with lock, fireproof) — 150.00

To provide adequate storage for records pertaining to the operation of the Center. At the present time there is only one file cabinet for storing the records accumulated in the first five years of operation.

E. KARDEX FILE (One-six drawer file) — 120.00

For record of residents of the center. At present the two Kardex cabinets, purchased five years ago, are filled to capacity.

F. INDEX CARD FILES (Two-5"x8" files) — 25.00

For keeping of inventory records of supplies and foodstuffs.

G. ONE - HOSPITAL TYPE SCALE — 80.00

This will enable us to record the weight and height of each resident when he enters and when he leaves the Center.

A. CONCRETE MIXER — $ 100.00

4½ cu. ft. drum mixer for use on work projects.

B. DRILL PRESS - 1/3 HP Motor — 131.00

C. BAND SAW - 1/3 HP Motor — 130.00

The acquisition of the drill press and band saw will make possible a wider range of work projects available to residents at the Center. A power saw is the only power tool in use in the workshop.

D. AUTOMOBILE - Station Wagon 8 Passengers — 2,700.00

Required for the following Center operations:

1. Transport residents between Greyhound Bus Station in Redwood City and the Center.
   3:30 P.M. (and as called)
   8:00 A.M.
2. Sick call: 10:30 A.M. - 12:00
3. Supplies: Hassler Health Home to Center
4. Mail: Redwood City Post Office Box
5. Miscellaneous supplies at Redwood City
6. Transport of office furniture and equipment to and from San Francisco
7. Collateral calls: California Department of Employment
   OASI
   St. Vincent de Paul
   Goodwill Industries
   Etc.

The additional vehicle will allow assignment of the panel truck to transporting residents to work projects away from the Center.

E. DISHWASHER, ELECTRIC — 1,250.00

The present dishwasher was taken over from the original occupants of the building and is at least 15 years old. The unit breaks down periodically and does an inefficient job of cleaning and sterilizing the trays and utensils.

F. RUBBER TIRE WHEEL BARROWS — 45.00

These will be used in transporting materials between the storeroom and main building, in gardening work and small projects around the Center.

G. FIRE EXTINGUISHERS - 3 carbon dioxide type — 90.00

Three additional fire extinguishers will provide needed fire protection at the Center. Two will be installed in the hallway and one in the garage.

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission SHERIFF — Index Number 173 — Sheet Number 1

PERMANENT SALARIES - 110

1-A 1 B-2 Account Clerk, New. This position is to prepare payrolls now prepared by Mr. Kenney, Sheriff's Confidential Secretary, and to assist the Accounting Section in excessive work load in Civil Division

1-B 2 B-512 Clerk Typist, New. One to relieve additional load in Civil Department due to change in law forcing all receipts for service to go through the Trust Fund, a 25% increase in work load on typist. One to be assigned to Sheriff's Administrative office, to assist in necessary typing and clerical work which has grown tremendously in volume.

1-C 5 D-2 Bailiffs. To provide bailiffs for the three new Courts established by the State of California in San Francisco.

1-D 2 C-52 Elevator Operators deleted. New jail has automatic elevators, no longer necessary

1-E 12 D-60 Jailers, New. To provide urgent and necessary guard service at new County Jail. The increase of floor space (30,000 sq. ft. to 60,000 sq. ft.), and increase in felon capacity (160 to 296) require additional guards to put the new jail in use to its capacity.

1-F 1 D-64 Captain of Watch, New. To provide responsible supervisory and active personnel for 24 hr. duty, 7 days per week at new jail.

1-G 1 O-1 Chauffeur, New. To provide driver for new bus, and free bailiff from driving duties for transportation of inmates to various mental institutions. This would be a saving to the City as now these inmates are transported by buses rented from outside sources with driver.

1-H 2 D-60 Jailers, New. To provide necessary custody and supervision of work program at Jail #2.

1-I 1 D-64 Captain of Watch, New. To provide for a Captain of Watch on duty 24 hrs. per day, 7 days per week at Jail #2.

1-J 1 0168.1 Operating Engineer. To have operating engineer on duty 24 hours per day, 7 days a week.

1-J1 All other increases and decreases due to normal increments.

PERMANENT WAGES - 130

1-K 1 I-14 Junior Chef. Transferred from Police Dept. kitchen formerly at old city prison. Carryover from Police Budget. Kitchen now under Sheriff's supervision.

OVERTIME - 111

1-L To provide overtime as needed to meet heavy work load at the two jails, in the courts and in the Civil Division. All positions at the jails must be filled at all times and any absences due to illness or any other reason must often be covered by overtime. Late court juries which are governed by court actions, and over which this department has not control also add a large amount of overtime.

The actual expenditures in 1960-61	15630
Allowed by Budget 1961-62	12500
Increase Expenditures over Budget allowance	3130

This year's probable expenditures indicate necessary overtime will be even greater.

HOLIDAY PAY - 112

1-M To provide adequate Holiday pay for crews needed for shifts at Jails #1 and #3 and Jails 2 and 4, including new personnel asked for in Budget.

TEMPORARY SALARIES - 120

1-N To provide temporary salaries for vacations and sickness of permanent jailers and bailiffs which must be covered at all time. In addition this provides temporary office help which is necessary on occasions due to increased work load. To provide for as needed guards for Hospital duty as provided by State law.

AS NEEDED KEEPERS - 121

1-O To provide for cost of Keepers.

1960-61 Expenditures	10,041
1961-62 Budget Allowance	8,500
Shortage in 1961-62 Budget	2,541

OVERTIME and TEMPORARY WAGES - 130

1-P To provide for overtime pay of cooks at Jails #1 and #2 as covered in union contract and to provide for sick leave for 3 cooks at $300 each.

CONTRACTUAL SERVICES - 200

1-Q 201 Local Fares. To provde for additional bailiffs' local fares and expenses, due to increase in court cases and increase in the number of courts.

FORM 6250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission SHERIFF

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 173 Sheet Number 2

CONTRACTUAL SERVICES - 200 (CONT'D.)

2-A 206Bench Warrants. Bench Warrants for 1961-62 are running higher; we have already encumbered $614 for five months. At this rate provision for $1350 is a more realistic figure

2-B 216 Maintenance and repair of auto equipment. To provide additional funds for smog-free air installation and maintenance on all vehicles per directive from Purchasing Dept. dated Nov. 1, 1961.

2-C 218 Maintenance and repair of office equipment. To provide for adequate repair and maintenance of Office Equipment. We have already expended $185.00 of our $300.00 Budget allowance during first half of 1961-62 fiscal year, and some essential repairs on equipment can not be made due to lack of funds. $400.00 is a more realistic figure.

2-D 224 Reproduction Service. Increase in reproduction due to plan to print jailer manuals for all personnel.

2-E 232 Telephone and Telegraph. Increase in telephone for office due to signal light to be installed on Sheriff's and Undersheriff's personal phones. Cost approximately $65.00. Non-recurring expense.

2-F 233 Postage. Increase of 25% due to predicted increase in rate by U.S. postal service.

2-G Subscriptions to newspapers and periodicals. (O.E.235)

Past years expenditures	84
1961-62 Appropriation	76
Shortage in Budget	8
Round out 1962-63 Budget	90

2-H 241 Rental of Postage Meter Machine.

Amount spent 1960-61	
Amount provided 1961-62	150
Shortage in 1961-62 Budget	133
	17

2-I 232 Telephone and Telegraph.

1960-61 Expenditure	1575
Add $10 per month for additional rental on new Teletype machine	120
Amount requested in this Budget	1695

A supplemental appropriation is in the process of going through the Board of Supervisors in the amount of $725.00

2-J 233 Postage. An increase of 25% due to new legislation to increase postal rates to 5¢ now in process in the legislature.

2-K 298 Other Contractual Services. To provide monthly deodorant service in new jail as last year at old jail. To conform to the current year's expenditures @ approximately $35.00 for the one-half year service.

2-L 219 Maintenance and Repair of Other Equipment. The requested amount is based on 1960-61 expenditures of $478.00 rounded out to $480.00.

2-M 231 Heat, Light and Power. This estimate is based on a letter from the Public Utilities Commission under date of December 18, 1961 setting up a figure to be requested of $3=,680 for 1962-63 Budget.

2-N 232 Telephone and Telegraph. Telephone expenditures for the year ended June 30, 1961 were $708.00. We are asking that the figure be increased to $720.00, an increase over last year's short budget of $20.00.

2-O 233 Postage. 1961-62 expenditures for the first 6 months were $19.00. This multiplied by 2 plus 25% increase for Federal legislation now in process rounds out to $50.00, the amount requested in the 1962-63 Budget. It is apparent that there will be a shortage in the 1961-62 Budget.

2-P 255 Care of Animals. We have 15 head of cattle (and at times as many as 40 head) plus 480 chickens at the jail farm. These animals are producing meat and eggs to help reduce the cost of maintaining prisoners at San Bruno and at Jail #1. If some epidemic should break out with no veterinary funds available we stand to lose approximately $10,000 in animals. Therefore a nominal amount of $100.00 should be provided as an insurance against such an emergency.

MATERIALS and SUPPLIES - 300

2-Q 301 Tires and Tubes. The old cars have increased mileage and will need new tires to keep in safe operating condition; hence the increase to $500.00 for 1962-63 Budget. We have spent and encumbered $130.00 as of 12/31/61, and during January we ordered $108.00 more new tires. This totals to $238.00 expenditures for seven months. Rounding this out to allow for increasing costs, $500.00 would appear to be adequate for 1962-63 Budget.

2-R 321 Fuels, Illuminants and Lubricants. This year's expenditures and encumbrances as of 12/31/61 were $1950. This projected for the balance of the year would be approximately $4,000.00; hence the increase of $500.00 in the 1962-63 Budget.

2-S 370 City Directory. This year's expenditures $83.20. The increase in Budget of $1.00 will eliminate the necessity of putting through a transfer of funds for $.20 as requested by Controller's Office this year.

2-T 315 Miscellaneous Hardware. A provision should be made for miscellaneous hardware. The 1960-61 expenditure for this item was $16.00. Hence a request for $20.00 is made for the 1962-63 Budget.

MATERIALS and SUPPLIES - 300 (CONT'D.)

3-A 317 Electrical Supplies. Due to increased floor space (60,000 sq. ft. as against 30,000 sq. ft.) and increased light bulbs to cover the area and the increased expense of fluorescent tubes it is requested that the Budget be raised $300.00 to cover this anticipated expense (no prior experience available).

3-B 321 Fuels, Illuminants and Lubricants.

1960-61 expenditures amounted to	$1526
Increase due to purchase of new bus 12 months @ $50.00	600
Total for 1962-63 Budget	2126

The new bus is to replace the hiring of other buses from outside sources for the transportation account. This would result in a saving of approximately $6,000.00 per year for these rentals. The 1961-62 Budget will be short approximately $300.00.

3-C 341 Drygoods and Fabrics. A decrease of approximately $6,800.00 due to purchase of new items for new jail. After deducting unusual expenditures in 1961-62 Budget resulting from move to new jail it would appear that request for $2,000.00 is in accord with past experience plus current price raises.

3-D 342 Wearing Apparel. A decrease of approximately $12,100.00 due to purchase of new items for new jail. Hence reversion to budget amount of $5,200 to account for past years experience adjusted to current prices.

3-E 362 Hospital Supplies. Increased cost approximately 25% due to larger capacity of new jail and current price raises.

3-F 371 Stationery and Office Supplies.

1960-61 Expenditures were	$1108
Approximate Cost of Identa Bands for inmates	400
Total for 1962-63 Budget	$1508

The stationery account for Jail #1 will be short for the year 1961-62.
The new Identa Bands are plastic bands to be fitted on each prisoner's wrist to aid in the identifying of inmates when called for trial, etc. The hospitals in San Francisco use these bands very successfully.

3-G 301 Tires and Tubes. An increase of $50.00 to bring next year's budget in line with projected 1961-62 expenditures and increased cost of tires.

3-H 303 Replacement Parts for Other Machinery and Equipment.

1960-61 expenditures amounted to $1060
It is anticipated that 1961-62 expenditures will be a like amount, therefore to cover the account adequately it will be necessary to increase the budget by $460.00.

3-I 305 Small Tools. 1960-61 Small Tool expenditure $241.00. It is anticipated that the small tool expenditure for the year 1961-62 will be approximately $250.00; therefore to cover the account adequately it will be necessary to provide an additional $110 in the Budget.

3-J 318 Paint Supplies. Paint and supplies increased due to internal painting of Jail #2 and Jail #4 which, long overdue, is now in process. Hence increase in 1962-63 budget to take care of this necessary maintenance.

3-K 319 Ammunition. Increase in ammunition budget necessary for training program for jailers and bailiffs in the use of firearms. This is to be new this year after the near-catastrophe at the City Hall last year.

3-L Fuels, Illuminants and Lubricants. In the past years the provision has been only for gasoline and oil. This year due to extreme cold weather P. G. & E. has cut the gas supply (interrupted service) for a few days at a time. When this happens there must be oil for standby service. Hence the $200.00 increase to provide for this contingency. (O.E.321).

3-M 341 Drygoods and Fabrics. This to be increased for 48 new mattresses for Jail #4, Women's Dept. at San Bruno. The mattresses presently in use have not been replaced for 30 years. Hence increase of $800.00 in Budget to take care of this expenditure.

3-N 362 Hospital Supplies. Increase due to current rising cost of medical supplies.

3-O 381 Horticultural Supplies. Increased cost of seed the last year has caused considerable curtailment of planting for farm produce. This is an economy item because the produce from the farm is distributed to Jail #1 and Jail #2 kitchens, and any surpluses are sent to Laguna Honda Home and the City and County Hospital.

FOODSTUFFS - 350

3-P 351 Canned Goods and Dried Fruits. To increase food budget 70% to include former police Budget and increase in population due to felons being kept at Jail #1 instead of Jail #2 and also increased cost of foodstuffs over previous years.

FOODSTUFFS (CONT'D.)

4-A 352 Sugar. Same as 3-P

4-B 354 Farinaceous Products "

4-C 355 Meat Products, etc. "

4-D 359 Other Foodstuffs "

4-E 353 Dairy Products & Confections. To provide for actual expenditures in this category over budget estimate. The actual expenditures were $5006.00 for the first six months, whereas only $4900.00 were provided for the entire year. The total expenditure for 1960-61 in this category was $7581.00. The increased cost of Dairy products and Confections account for the difference. Projecting the cost forward, we need $10012.00 to complete the year, not including feeding City Prison (Police Jail). Hence, a 70% increase of the $10000.00 necessary to feed both City and County prisoners for the year 1962-63, an increase of $12000.00 over the previous budget.

A summary of Police budget for year 1961-62 is as follows: 1.161.350.000

	Expended 1960-61	Budget 1961-62	Actual First 6 mos	Probable Last 6 mos	Probable for the Year
351 Can Gooda	2219	2400	1302	1098	2400
352 Sugar	269	250		250	250
353 Dairy Prod	5454	5150	3099	2051	5150
354 Far. Prod	1837	1400	903	497	1400
355 Meat Prod	9999	11525	4530	6995	11525
359 Other	6195	5775	3202	2573	5775
Total Budget	25973	26500	13036	13464	26500

The increases in the Food accounts over single operations amounts to $10658.00. This money can be accounted for by increased cost of foodstuffs, larger jail populations, and feeding of City Prison (Using same food as County Jail)

4-F Dairy Products and Confections (Jail #2 and #4).

1960-61 Expenditures amounted to	$16549.
Budget Allowance for 1961-62 was	11000.
Shortage in 1961-62 Budget	$ 5549.

The expenditures for the first six months 1961-62 have been $9892.00. It is to be remembered that these are perishable products and cannot be stockpiled. The increase over last year's budget will account for current price increases as well as deficiency in last year's Budget.
In going over the last year's food budget it must be remembered that this appropriation is for Board of Federal and other County prisoners as well as for our own City and County inmates. The revenue for these outside prisoners amounted to $54777 for the year 1960-61. This income is credited to the General Fund of the City and not to the jail operations.

4-G 355A Live Beef Cattle and Poultry. The cattle are to be purchased as feeder stock to forage on the land at the County Farm. When they have matured they will be slaughtered to supplement Jail #1 and Jail #2 meat purchase. A great saving as the feed would go to waste without the stock. During previous years these cattle were purchased through the equipment account.

EQUIPMENT - 400

4-H 402 3 new desks for Administrative Office to replace 3 old ones which are in very poor condition. Average age of desks being replaced is 30 years. Salvage value, none.
Eq. #33-6020, 07-056, 07-111

4-I 402 5 typewriter stands for Administrative Office to replace stands which have reached a state where they are very rickety due to their age and their being constantly in use. Salvage value, none. Eq. #07-1457, 07-186, 07-1458, 07-1466, 07-1459

4-J 402 To replace posture chairs which have worn thread bare on the seats and backs and which tend to make the employees using them uncomfortable and unnecessarily tired. Salvage value, none.
Eq. #07-047, 07-241,07-190, 07-187, 07-211, 07-174,07-047,07-170

4-K 402 3 new 5-drawer Legal Files to replace badly worn and dangerous to operate files in the Administrative Office.
Salvage value, none. Eq. #07-247, 07-248, 07-249

4-L 406 To replace carpet in Sheriff's and Undersheriff's offices. The carpet now in place has been in use for over 20 years and is becoming thread bare. Salvage value, none. Eq. #N.A.

4-M 412 1 Electric Adding Machine to replace machine at new Jail. the machine now in use has cost considerably to maintain.
Salvage value, none. Eq. #N.A.

4-N 412 1 Standard Typewriter for Jail #1 necessary for booking prisoners in at desk, to replace old machine which has seen better days. Salvage value, $10.00. Eq. #07-050

4-O 412 4 Standard Typewriters for Administrative Office to replace Smith-Corona machines which will be sent to County Jail #2.
Eq. #07-1449, 07-1452, 07-1453,07-1454

4-P 434 1 Electric Washer and Extractor to replace washing machine and dryer at Women's County Jail No. 4. The present machine is in very poor condition and is as old as the jail. Salvage value, none. Eq. #N.A.

4-R 434 New meat block to replace old block which is worn down to the extent that it is dangerous to chop meat on it. Salvage value, none. Eq. #N.A.

EQUIPMENT - 400 (CONT'D)

5-A 442 1 Steam Cooker for Jail #2 to replace other cooker. Jail #2 has two cookers; one was replaced last year, the other is in dangerous condition and should also be replaced. Salvage value, none. Equip. #N.A.

5-B 446 1 Public Address System to replace system now in use at Jail #2 which has been continually breaking down and cost for parts has been high. Salvage value, none. Equip. #N.A.

5-C 454 1 Hydraulic Fork Lift Truck, hand operated. This was recommended by the State Health Inspector as a safety measure to keep inmates from lifting too heavy loads and injuring themselves. Equip. #N.A.

5-D 454 1 Hand operated Platform Truck to replace other truck which has become dangerous and is not now being used. Salvage value, none. Equip. #N.A.

5-E 454 1 Drum handling truck, hand operated, to replace old truck which has become dangerous and is not now being used. Salvage value, none. Equip. #N.A.

5-F 456 3 Ford 4-dr Sedans for Administrative office to replace:
1 1955 Ford Sedan, 79922 miles on speedometer Eq.#173-100
1 1957 Ford Sedan, 52000 " " " Eq.#173-103
1 1957 Ford Sedan, 36223 " " " Eq.#173-101
These have been expensive to maintain and as they are all over 5 years old they should be replaced.

5-G 456 1 Ford Station Wagon for Administrative office to replace 1959 Wagon with 72876 miles which will be over 90000 miles before the end of the year. Salvage value, $100.00. Eq. #173-105

5-H 456 1 Ford Station Wagon for Jail #2 to replace 1957 Chevrolet Station Wagon loaned to them by Purchaser. Eq. #N.A.

5-I 456 1 Stake Truck to replace present 1954 Chevrolet Stake Truck which is constantly in repair shop and estimate for repairs on same is in excess of $1500.00 to place in safe operating condition. Eq. #173-600

5-J 456 To replace small Van, Walk-In type, 1953 model, International. This Van has been in service for 9 years and will soon be a heavy charge on repair department. Salvage value, $50.00. Eq. #173-500

5-K 456 To replace 1/2 ton, 1956 Ford Pick-Up which is used around ranch and on highways for small loads. This truck will soon need a major overhaul to keep in operating condition. Salvage value, $35.00. Eq. #173-501

5-L 464 10 Hand powered lawn mowers to replace existing hand mowers which are getting badly worn with age. Salvage value, none. Eq. #N.A.

5-M 464 1 Single row potato digger with shaker to replace present digger which has no shaker. This would increase potato production 30% due to lost potatoes from hand gathering; a saving in food. Salvage value, none. Eq. #N.A.

5-N 402 1 Heavy duty stapler to enable large bundles of papers to be securely stapled together in Civil Department.

5-O 402 2 New steel legal size 4-drawer files, with locks, for Sheriff's personal office, to store Sheriff's confidential papers which are not provided for in general files.

5-P 402 2 Wood benches for lobby in Sheriff's Department to better serve for waiting taxpayers who have business to attend to at the Sheriff's Office.

5-Q 402 1 New Rapid Print endorsement stamp to expedite endorsement of many checks received by this office, and free personnel of menial task of hand endorsement for more important things.

5-R 404 200 Dormitory Chairs, steel tube, for Jail #2 dormitories. These are so that the inmates who are residents of the dormitory may have a straight chair instead of sitting on beds, thus breaking them down from continual use.

5-S 1 Friden Calculator for administrative office. No calculator is available to the Accounting and Purchasing departments. All extensions and calculations must either be done by hand or on an adding machine which promotes numerous errors and is costly in time wasted. (O.E. 412)

5-T 422 Machine Shop tools for Jail #2. These are necessary for the Operating Engineer to make proper repairs to various machinery and equipment around the farm and jail buildings. This would save money in that no outsiders would have to be called in to make these repairs.

5-U 424 1 Spark Plug Cleaner. This would save replacement parts for motorized equipment serviced at Jail #2 and greatly expedite service for motorized equipment.

5-V 424 1 Hydraulic Service Jack, floor model, for Jail #2. This jack would greatly increase the safety and expedite the changing of tires on equipment at the farm.

5-W 424 1 set of Tire Shop Tools for Jail #2. Jail #2 changes their own tires on all equipment so equipted. They have been using makeshift tools which are inadequate due to the new type of tires, especially tubeless, which all new cars come equipted with. This would enable them to service all types of tires, i.e. Autos, pickups, trucks, tractors and farm machinery equipted with tires.

FORM 4280

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission SHERIFF

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 173 Sheet Number 6

EQUIPMENT - 400 (CONT'D)

6-A 434 1 Electric Food Mixer, 80-quart for Jail #2. This would grestly improve the mixing of food in tbe kitchen in larger quantities. The mixing is now done by band in smaller quantitiea.

6-B 434 5 Insulated Coffee Containera for Jail #4. These containers would make tbe aerving of hot coffee from the kitchen to women's jail without reheating. Also, so tbe dormitory prisonera could receive bot coffee witbout reheating as is now done.

6-C 434 1 Vegetable Cuber for Jail #2 Kitcben. The vegetablea are now cubed by band labor. The addition of a vegetsble cuber would enable the inmates to receive a more uniform quantity when the food is aerved and enable better cooking of tha vegatablea due to more uniform size.

6-D 434 1 Meat Tenderizer for Jail #2 Kitchen. The purchase of this macbine would asve in tbe cost of meata in tbat a poorer grade could be tenderized and served instead of baving to be boiled to be made palatable.

6-E 464 1 Cbain Hoist and A Frame for Jail #2 Farm. This ia needed for moving of beavy farm equipment from place to place and bandling of heavy machinery at tno farm. Now handled by band and tbere in a great danger of equipment and machinery being dropped causing personal injury to someone as well as breaking tbe equipment bandled.

6-F 476 2 Gas Guns and sbort-range shells and
2 Gas Maska for Jail #1.
This is a package item as none will work without tbe otber. Thia is a precautionary measure in case of riots or attempted encape et Jail #1.

FIXED CHANGES - 800

6-G 854 Memberhip Dues

California State Peace Officers Assn.	fee	$7.00
California State Sheriffs Assn.	"	2.50
National Sheriffs Association	"	7.50
National Jail Association	"	3.00
Total		$20.00

City Ordinance #4942 and Amendments #9500 and #6948 and Ordinance #30959 authorize memberahip in the above named organization.

6-H 870 San Mateo County rendered a tax bill in the amount of $5970.00, hence the increase in next year's appropriation of $467.00.

6-I 412 1 Electric Typewriter for Sheriff's secretary in order to apeed work with necessary numerous carbons.

6-J 412 2 Tbermo Fax Reproduction Machines. One for Administrative offices for reproduction of numeroua legal papers requiring copies to taxpayers which are now typed. One for Jail #1 for necessary copy work on numerous ocassions for courts and ettorneya.

6-K 412 1 Date Time Stamp for Jail #1 to record time received on various documents regarding prisoners and court orders by attorneya.

6-L 412 1 Typewriter 18" carriage for Jail #2 to enable the typing of new type prisoner jackets whicb require a large typewriter.

A - Salary rates, established by State statute, effective Sept. 15, 1961, or approximately 9½ months of the 1961-62 fiscal year. The one new position accruing since 1960-61 - that of Asst. Probate Commissioner - was also created effective Sept. 15, 1961.

B - This is a new appropriation account, consolidating three current accounts under one heading, viz.: Court Reporters' Fees, Examination of Insane, and Visiting Judges Salaries and Expenses. This is done in accordance with Controller's instructions. Expenditure and budget request detail is shown for each class of expenditure.

C - Chapter 1730, Statutes of 1961, effective Sept. 15, 1961, reduced the per diem fee of Pro tempore court reporters from $40.88 to $40.00. The reduction was therefore in effect for 9½ months of the current fiscal year.

D - The funds in this account are to pay the per examination fees of the Medical Examiners at the Psychopathic Division of the Superior Court for examination of alleged mentally ill persons in determining the matter of commitment to state institutions, as provided in Secs. 5050.8 and 5261 of the Welfare and Institutions Code. A supplemental appropriation request in the amount of $10,000 has been filed to complete the current year's requirements. The number of examinations under this procedure shows a steady continuing increase year after year.

E - Funds required to meet statutory charges for salary differential and travel and subsistence allowances for "outside" judges assigned to sit here pro tempore by the chairman of the State Judicial Council (Secs. 68540 and 68542 of the Government Code) to help clear up the backlog of cases awaiting trial. This City and County must also reimburse the "home" county of the assigned judges for the amount of salary which such a county paid to the judge while he was on assignment here. There is no definite foreknowledge of such assignments, either as to number or length, or county from which the judges may be assigned, but the Chief Justice has indicated that he intends to make several such assignments during the current and next fiscal years. A supplemental appropriation request is now pending to provide the funds necessary to meet this year's needs.

F - In accordance with the Controller's instructions, this is another consolidation of three of the present appropriation accounts. These particular items have to do primarily with jury service, and the specific requirements and requests are set forth for each.

G - This amount represents the net difference between the reduction in requirements for the per diem fee of the court reporter present at the weekly meetings from $40.88 to $40.00 (see note "C" above) and the additional amount required due to an increase of .10 per folio in the reporter transcription rate, as provided in Chap. 2220, Stats of 1961, which increase was in effect for 9½ months of the 1961-62 fiscal year.

Additional required for transcriptions.	$330.00
Less reduction in per diem reporter fee	14.00
Net additional required.....	$316.00

H - This amount requested to meet movers' charges for transferring file cases, etc. from the Hall of Justice to the City Hall and vice versa on changes in assignments of Judges.

I - Travel and subsistence allowances for the following, all as authorized by the respective code sections cited:

1 - Attendance of 6 judges, to be selected by the judges of this Court, at the annual convention of the Conference of California Judges (69505, Gov. Code):
Date of Meeting. . . . . Sept. 25, 26, 27, '62
Place of Meeting . . . . . Beverly Hills, Calif.
Amt. requested (6 @ $140). . . . . $ 840.00

2 - Attendance of Joseph M. Cummins, Secretary-Jury Commissioner, at the annual convention of the Jury Commissioners Assn. of Calif. (Sec. 29610, Gov. Code):
Date of Meeting, ... 3 days in May, '63
Place of Meeting . . . . . San Diego, Calif.
Amount Requested. 190.00

3 - Attendance of the judges presiding over the Juvenile Court at the annual convention of the Conference of Juvenile Court Judges (69505 Gov. Code):
Date of Meeting.. . . . . 5 days in June, '63
Place of Meeting. . . . . Asheville, N. C.
Amount requested. 518.00

4 - Inspections of state agencies and institutions to which the judge presiding over the Juvenile Court is authorized to commit persons (69506 Gov. Code):
Amount requested. 50.00

5 - Attendance of the judge of the juvenile court and two juvenile court referees at meetings to be called by the Judicial Council of California (569 Welf.& Inst.)
Amount requested. 250.00

J - As shown by our actual expenditures for the first six months of the current fiscal year, the amount allowed for this item, which includes furniture refinishing and maintenance throughout the twenty-two departments and the various offices of the Court is totally inadequate to meet our needs. If the furniture in the courtrooms and chambers is not renovated when necessary, replacements of these items must result, entailing far greater outlay of funds. Much of the furniture which was in use at the old Hall of Justice is usable, and if renovated and refinished can be intermembered with that in use in the civil departments of the Court at the City Hall.

K - This item was appropriated for transferring the three public address systems at the old Hall of Justice to three of the courtrooms on the 4th floor of the City Hall. The work will be completed in the current year.

L - The indicated increase in telephone service, approximately $175.00 per month, is on notification from the Pacific Telephone and Telegraph Company, and is due to increased service at the Criminal Division of the Court at the new Hall of Justice. A supplemental appropriation will be necessary to meet these additional monthly charges for the 1961-62 fiscal year.

FORM 0210

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission SUPERIOR COURT — Index Number 179 — Sheet Number 2

A - This amount is to cover Telephone Company charges for removing the local of the clerk to the presiding judge in December when a new presiding judge takes office and remains in his own courtroom. The same situation prevails in the domestic relations department, where an extra local is also needed in the courtroom to handle the many calls pertaining to the calendar in that department. Charges are also made by the 'Phone Company for removing and re-installing instruments on desks taken out for repair and refinishing.

B - Amount requested is in anticipation of an increase in postage rates.

C - Printed copies of the daily court calendars of each department, and advance copies of the decisions of the state Supreme and Appellate Courts are furnished under contract awarded annually by the purchaser of supplies after receipt of competitive bids. The amount requested for next year is the figure supplied by the present contractor, the Recorder Printing and Publishing Co., and reflects definite known increases in labor costs as called for in contracts with the Printers Union.

D - A committee of the Judges of this Court is now engaged in recompiling the official Rules of the Superior Court of this City and County. The last such publication of these rules was in 1932, and many of the rules governing the operations and procedures of this Court have been added and amended since that time. There is a considerable demand from the members of the Bar for printed copies of the Court's rules, and they should be supplied to insure a proper and orderly transaction of the Court's business. The estimated cost of printing these Rules is $1,000.00;

For many years there has been a great need felt for a handbook to be distributed to prospective jurors to serve as a means of acquainting the jurors with their general duties and responsibilities and with the procedures and conduct of trials prior to their actual service. A committee of the Bar Association has been engaged for quite some time in compiling such a handbook. This work was completed last year. The handbook is presently in use in Los Angeles County, as well as other counties throughout the State, and it has met with universal approval. The Judges of this Court desire to utilize this handbook in this City and County. The cost is .10 per copy in lots of 5,000, which is the number of jurors we require in San Francisco's Superior Court each year. The amount of $500 has therefore been included in the within request for this item.

E - Mileage allowance is authorized under Section 69901 of the Government Code for reimbursement to Domestic Relations Investigating staff as follows:

Employee	Position	Vehicle Lic. No.	Vehicle and Make	Avg. monthly mileage
Mary K. Maloney	Domestic Relations Comm.	SWA 785	'60 Buick 4-door	420
Ann Marie Day	" " Dep.Comm.	SJA 819	'56 Ford 2-door	410
Mabel Lively	" " " "	NUP 899	'58 Chev. 4-door	500
Adeline S. Milia	" " " "	BEY 050	'58 Chev. 2-door	500

The balance of the amount requested is for monthly incidental expenses in connection with travel in the performance of their duties: parking, bridge fares, and 'phone calls.

F - Amount shown in Col. 6 are expenditures through November, only. The funds in this account are to reimburse the Sheriff's Transportation Revolving Fund for transporting defendants under specific court orders. These occasions arise during the pendency of trials, or for further proceedings due to decisions of the state Supreme and Appellate courts in individual cases, or for bringing persons from and returning them to state prisons and other institutions to testify as witnesses in cases against other defendants. A large portion of the charges arise in transporting defendants to Atascadero State Hospital for observation as to their mental condition prior to conviction. These charges are county charges under secs. 1373 Penal, 5513, Welfare and Institutions, and 29601 Government.

G - The increase requested is due to the increase of .10 per folio for transcriptions in criminal cases as provided in Chap. 2220, Stat. of 1961. This increase was in effect for only 9½ months of the current fiscal year. The estimate is based on a total of 80,000 folios per year, which our analysis of this account shows is our ordinary experience.

H - We have endeavored to maintain a program of replacing worn-out carpeting in two or three of the courtrooms, chambers, anterooms and offices of this department each year. This wear and deterioration is constant, and if this program is not continued year by year a major replacement project will materialize. The carpeting in some of the courtrooms is so threadbare in spots as to constitute a very real hazard to the public and attaches. In keeping with our program funds were requested in the current, 1961-62 budget, but were disallowed. Consequently there is a full year backlog of carpet replacement, which requires doubling our usual appropriation allowance for this purpose.

I - This item was allowed in the 1961-62 budget to replace the flags in the courtrooms with 50-star flags and matching California (Bear) flags. It has been possible to purchase all needed flags with the funds allowed in the current budget, and no further appropriation for this purpose is needed.

J - These funds are for the purchase of law books and subscriptions to law works of a non-permanet nature, such as Shepard's Citations, Weekly Law Review, Stanford and California (1 copy of each), etc. Our current expenditure experience shows that the amount requested herein will be needed to meet requirements.

K - Included in this item are purchases of all stationery supplies used throughout the twenty-two departments of the Court, the court and probate commissioner divisions, the domestic relations investigation division and the office of the secretary-jury commissioner. The cost of such supplies is gradually increasing and the amount requested is based on such increased costs.

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission SUPERIOR COURT

BUDGET EXPLANATIONS

Index Number 179

FISCAL YEAR

Sheet Number 3

Detail of Equipment expenditures by years:

Fiscal Year	O.E.	Description	Budget Allowance	Actual Expenditures	Probable Expenditures
1960-61	402	Courtroom and chambers and office furniture and furnishings (judges' chairs, desks, tables, file cabinets, etc.)		2,318	
1961-62	402	do	5,410	1,527	3,883
1960-61	412	2 elec. typewriters; 1 photocopying machine		1,146	
1961-62	412	1 manual typewriter; 1 elec.	650	208	442
1961-62	416	3 x-ray illuminator boxes	120		120
1960-61	446	Public address systems (1)		734	
1961-62	446	" " " (3)	2,400	2,094	306

Explanation of items requested for 1962-63:

A - Replacement of judges' chairs in courtrooms and chambers of two departments. The chairs now at these locations are not the type adopted for use in other departments of the Court, and cannot be intermembered with them. The courtroom chairs are estimated to cost $375 each and those for the chambers, $250 each, making a total for these four chairs of. $1,250

Replacement of old fashioned hard wooden chairs (jurors') in Department 9 with swivel chairs, upholstered, pedestal. 1,500

3 posture chairs for use by reporters in courtrooms (machine operators) . . . 120

B - Replacement of judge's desk in Dept. 13 (Judge O'Connor). 300

C - One table to match above desk. . . . . $175.

2 oak counsel tables for Dept. 13 to replace two dilapidated tables now in that department. 200 375

D - Six 4-drawer legal steel file cabinets to replace old wooden cabinets in courtroom for keeping records, exhibits, briefs, etc. 660

E - 30 latex cushions to replace shabby and worn cushions on wooden counsel and juror chairs in courtrooms.. 150

F - 20 masonite floor mats to replace worn ones now in use under clerks' and judges' desks in courtrooms and chambers to protect carpeting..... 160

G - 3 manual typewriters: 1 21" for use in making up juror and office timerolls, replacing one 18" machine purchased prior to August, 1946, and 2 13" manual machines to replace two 11" now more than 15 years old..... 620

H - 2 upholstered side chairs and 2 exexutive type swivel chairs for use in the quarters used by the probate commissioners for hearings, etc. Many of these hearings are now held, and it is often necessary to carry chairs in from the courtroom to provide suitable seating. . . . . for the 4... 750

I - 2 pedestal typewriter desks for use in anterooms of two departments. Clerks and reporters are now using ordinary work tables for this purpose and these are much too high for typewriter use. 250.

J - 5 jury selection boxes (wheels) for reserve in case of failure of some of those now in the courtrooms which have been in use for many years and which are showing considerable wear and tear. 5 @ $50. 250

K - 2 10-tier "Kardex" card files, with tables on casters, for use in domestic relations commissioner's office.. 400

2 4-drawer legal cabinets to replace two which had to be taken to the new Hall of Justice for use in the secretary's office there, the furniture for which was not included in the original setup for that building..... 250.

L - Mimeograph duplicating machine for use at the new Hall of Justice in preparing juror lists, juror attendance records, etc. machine with storage cabinet.... 570.

M - 3-lb. postal scale for use at the new Hall of Justice. No such scale has been available to the Criminal Division at any time, and the need therefor is keenly felt. 150.

N - Small electric adding machine for the secretary's office at the new Hall of Justice for use in computing juror timerolls, etc. There is at present no adding machine available to the court at that location 235

O - With the transfer of the three public address systems from the old Hall of Justice to the City Hall, all but six of the courtrooms in the Civil Division will be so equipped. These installations have proved of tremendous value in the conduct of trials, and it is desired to equip all the courtrooms with these systems as soon as possible. These installations are estimated to cost $700 each, a total for this purpose of 4,200 The systems which have been removed from the old Hall of Justice are of a much earlier type than those lately being

(0 contd.)

installed, and it is desired to extend the facilities to include microphones at both counsel tables, remote control devices for more convenient operation, and "balance boxes" which will make it possible to obtain tape records of the proceedings, thus obtaining a maximum of benefit from the systems. The cost of these extensions for the three systems is estimated at..... $1,000.

A - The funds in this account are for the purchase of law books of a permanent nature. The amount allowed for the current (1961-62) fiscal year will be barely sufficient to supply all the necessary volumes for the working libraries in the various departments. During the coming year it will be necessary to purchase many recompiled and revised volumes of reference sets as well as new revised sets of annotated and unannotated codes. We must maintain all reference sets in up-to-date usable condition in all the departments as well as in the main reference library at the Hall of Justice, and the amount estimated will be needed if we are to accomplish this.

B - The funds in this account are for payment of various statutory charges not covered in other specific appropriations; these might include fees of interpreters in languages not covered by the regular panel of interpreters, such as deaf-and-dumb, Filipino, Armenian, Polish, Japanese, etc.; for fees of court-appointed counsel in cases in which the defendants or litigants are unable to hire their own attorneys and the public defender is unable to represent all co-defendants in a particular case because of conflict of interest; and for miscellaneous items such as cab fare for the judge presiding over the daily psychopathic calendar at San Francisco General Hospital, newspaper subscriptions, etc. A supplemental appropriation request is presently pending to meet the current year's requirements.

C and E - These are appropriations for maintenance of certain persons committed under Superior Court orders, such maintenance being a county charge. The estimates are supplied by the Controller's office and are based on number of commitments. These have shown a marked decrease in the case of narcotics commitments and a large increase in the commitments to the Youth Authority. A supplemental appropriation will be necessary in the latter account to meet the year's needs.

D - Section 1203.03 of the Penal Code provides that in any case in which a defendant is convicted of a crime punishable by imprisonment in a state prison, the court may order that the defendant be placed in a diagnostic facility of the State Department of Corrections for a 90-day period for such treatment services as can be provided in that time. This is mainly for the purpose of aiding the court in determining what sentence should be imposed in particular cases. The code section sets forth that the cost of examination and maintenance of such defendants are county charges, at rates set by the State Board of Control. Attempts are made to recover these costs from the defendants or their families wherever feasible.

FORM 0250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission BOARD OF SUPERVISORS — Index Number 181 — Sheet Number 1

1-A. Page 2 - Line 10. Due to personnel replacement.

1-B. Page 2 - Line 11. Salary increment due.
Page 2 - Line 12. Salary increment due.
Page 2 - Line 14. Salary increment due.

1-C. Page 3 - Line 14. Services of Reproduction Bureau. Increase based on recommendation of Reproduction Bureau and represents approximately 5% increase in cost.

1-D. Page 3 - Line 18. Publication of Ordinances, Resolutions, etc. Decrease due to past experience, plus anticipated 5% increase in lineage rate.

1-E. Page 4 - Line 12. Legislative Expense. Official travel to represent City and County before following organizations, authorized by Ordinance No. 5286 (exact time and place not yet determined).

County Supervisors Association - 11 members and Clerk	$900
County Supervisors Association, Board of Directors - 2 Board members and Clerk	700
League of California Cities - 2 representatives	200
National Institute of Municipal Clerks - None	-0-
National Association of County Officials - 1 representative	600
Alta, California	-0-
American Municipal Association - 4 representatives	2,000
Redwood Empire Association (Resolution No. 7202) - 4 representatives	400
Following organizations as authorized by the President of the Board or by Resolution of the Board:	
Municipal Finance Officers - 1 representative	500
U. S. Conference of Mayors - 1 representative	500
American Congress of Municipalities - None	-0-
San Francisco-San Mateo Mutual Problems Committee - 1 representative	100
Routine travel within the State to represent the interests of the City and County before the State Legislature, State Boards and Commissions, and other organizations authorized by the President of the Board or by resolution of the Board - all members and Clerk	600
	$6,500

1-F. Page 4 - Line 18. Fuels, Illuminants, Lubricants. Based on past experience.

1-G. Page 4 - Line 19. City Directory. Based on quotation from R. L. Polk & Co. and Purchasing Department.

1-H. Page 4 - Line 20. Stationery and Office Supplies. Based on past experience.

1-I. Page 5 - Line 2. Typewriter, standard, 13" elite - to replace Remington Hand J1150325, purchased 1949. Quoted $200.25 less $10.00 trade-in.

1-J. Page 5 - Line 3. One Automobile, Class D, to replace Cadillac Class D automobile, Equipment #181452. Quoted $5,050 less trade-in of $1,900, on Equipment #181452, purchased in 1959.

1-K. Page 5 - Line 10. Burial of Honorably Discharged Soldiers, Sailors, etc. Administrative Code Section 16.3-6 designates Coroner as administrative officer to arrange for burial of honorably discharged soldiers, etc.

1-L. Page 5 - Line 11. Dues, County Supervisors Association. Estimate based on letter dated December 1, 1961, from County Supervisors Association, Mr. Wm. R. MacDougall, General Counsel and Manager, quoting a 5% increase, for 1962-63.

FORM 4250

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission TREASURER

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 183 Sheet Number 2, 3 & 4

1-A. Salary increments.

1-B. Reclassification of one B222 General Clerk to 4240 Inheritance Tax Examiner.

1-C. New position: The work load of the Inheritance Tax Division of the Treasurer's Office has been increasing year after year so that it is no longer possible for our present staff to perform these duties properly with due consideration for the convenience of the public whom we are serving. For example, it is almost impossible for an appointment for a safe deposit examination to be scheduled less than two weeks in advance, and usually it takes even longer. The volume of requests for releases, copies of safe deposit examination inventories, etc., has increased proportionately.

For the above reasons, I feel it is vitally necessary that we be granted this new employment in the Inheritance Tax Division, especially since there will be no added cost to the taxpayers. The $50,000.00 commission granted to the County Treasurer is more than sufficient to pay all costs of the division, including this new employment.

1-D. Temporary Salaries: Necessary because of increased volume of work, for vacation relief and for relief during sick leaves, military leaves and other authorized absences of permanont personnel.

1-E. Local Fares: Expenditures for several years indicate insufficient allowance.

1-F. This has not been done in two years. Price quoted by Herman Safe Company.

1-G. Reproduction Services: Increased cost of salaries and materials.

1-H. Postage: Expenditures for several years indicate insufficient allowance.

1-I. Actual cost of City Directory - $80.00
Sales Tax - 3.20
$83.20

1-J. Stationery and Office Supplies: Increased volume of work, office forms, and price increases indicate the need for this additional money.

1-K. Stationery from stores: The allowance for this appropriation has been inadequate for the past several years.

1-L. Replacing one 15" carriage 10-key decimal tabulator typewriter, Purchase Inventory No. 06-358; Serial No. Remington Rica J T-2249802-15, purchased in 1952 for office secretary.

1-M. Fixed Charges - $17,500.00.

This insurance policy was informally approved by the Finance Committee of the Board of Supervisors.

Insure money and securities in the Office of the Treasurer for $750,000.00 (the maximum current exposure of money); insure securities only for an additional $250,000.00; both inside the premises; and insure money and securities for $500,000.00, outside the premises.

Estimated premium - $7,500.00

Insure securities in the office of the Treasurer for an additional $9,000,000.00, inside the premises.

Estimated premium - 10,000.00

Total estimated 3-year premium -$17,500.00

FORM 4160

C CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

Department, Board or Commission JUVENILE COURT, PROBATION OFFICE

Index Number 185 Sheet Number 1

A - Two General Clerk Stenographers; four General Clerk Typists

The clerical staff of this department has been increased by only one employment in the past 11 years. This single new employment was allowed in the department's budget for the fiscal year 1960-61. During this period, the various operations of the Juvenile Court have increased as follows:

Item	Calendar Year 1941	Calendar Year 1960	Increase	% of Increase
Petitions filed	1454	2059	605	42%
Children processed and supervised	12059	18162	6103	51%
Traffic cases	1378	4299	2921	212%
Truancy cases	192	275	83	43%
Traffic abstracts to State (eff. 10/1/59 to 9/30/60)	-	2984	2984	100%
Average daily population, Juv. Hall	110	256	146	133%
Meals served, Juvenile Hall	130822	286560	155738	119%
Average daily population, Log Cabin Ranch School	46	82	36	78%
Meals served, Log Cabin Ranch	60217	97875	37658	63%
Stenographic Pool - cylinders transcribed	11535	16918	5383	47%
	Fiscal Year 1950-51	Fiscal Year 1960-61		
Staff increases-Probation Office-Clerical -	37	38	1	3%
Staff increases-Probation Office-Other-	72	80	8	11%
Staff increases-Juvenile Hall	87	116	29	33%
Staff increases-Log Cabin Ranch	12	17	5	42%

Increases in petitions have resulted in increased work in typing reports for the Court, making entries on various records, correspondence, reception work and responding to telephone calls. Increase in the population of the two institutions has increased the workload of clerical employees engaged in work connected with requisitioning and purchasing of food, clothing and other supplies needed for children in custody.

Increased staff in the two institutions results in increases in clerical work involved in personnel procedures, records and payroll preparation.

In addition to increases resulting from expansion, the State has established a Medical Care Program which has increased clerical work in various divisions of the department. The new Social Security program will also result in additional payroll work and record keeping.

State law now requires that an Abstract be prepared and transmitted to the Drivers' License Bureau for each moving traffic violation by juveniles. This procedure requires additional record keeping, typing and other clerical work.

B - Two B-408 General Clerk Stenographers

These two positions of B-408 General Clerk Stenographer are requested as recommended in report of the California Youth Authority dated December 23, 1957. It is proposed to divide both the Boy Division and the Children's Division into two sections each, and a secretary will be required in each of the new sections to provide secretarial and receptionist service. These additional General Clerk Stenographers will be greatly needed whether or not the two divisions are divided. The work load in these divisions has increased so that it is impossible for the present staff to perform the needed clerical functions essential to proper operation of these units. The duties of these positions will consist of the following:

1. Preparation of numerous forms and orders.
2. Maintain Kardex file containing a card for each active case with new adjudication properly recorded.
3. Type calendar for two Court hearings weekly and perform administrative details required in connection therewith.
4. Perform clerical duties required in connection with Court orders such as assembling papers and making arrangements for medical and dental examinations of wards committed to schools or institutions.
5. Take dictation and type all correspondence dictated by Division Supervisors.
6. Serve as receptionist, answer numerous telephone calls, take messages and arrange appointments.
7. Prepare monthly statistical report.
8. Requisition stationery and supplies required by all the division's staff.
9. File active case folders and all other forms and correspondence of the division.
10. Perform other clerical duties as directed by the Division Supervisors.

C - Four B-512 General Clerk Typists

1. One of the additional positions requested is required for the Accounting Office to assist in Payroll, Personnel and Purchasing clerical procedure.
   The entire clerical work connected with these procedures is performed by two employees as follows:
   a. 1- B4 Accountant I, Payroll and Personnel procedure.
   b. 1- B2 Account Clerk, Purchasing procedure.
      a. The B4 Accountant I, unassisted, performs duties for the Probation Office, Juvenile Hall and Log Cabin Ranch as follows:
         1. Prepares all requisitions and extensions for permanent and temporary personnel and maintains records and files of personnel employment for a total of 250 employees.
            These records are necessary so that correct salaries and wages will be paid, salary increments provided and correct vacations and sick leaves allowed.
         2. Performs all clerical procedures including posting of time worked, required in the preparation of semi-monthly time rolls. This includes preparation of three permanent time rolls for a total of 25 employees; 3 temporary time rolls and 1 overtime roll semi-monthly. In addition to these, approximately 12 holiday time rolls must be prepared for Juvenile Hall and Log Cabin Ranch. Supplemental rolls are occasionally required as a result of payment of incorrect rates or withholding adjusted after the time

Continued on Sheet Number 2:

A - Four B-512 General Clerk Typists (continued from Sheet Number 1) rolls have been submitted, or in the event of disputed rates at a later date. Temporary rolls, holiday rolls, disability rolls and all supplemental rolls also must be fully prepared and computed, showing amounts to be paid each employee and any deductions from compensation earned.

3. Makes allocations of expenditures to proper personal services appropriations.
4. Maintains record of salaries and wages paid in each classification and prepares all personnel schedules required for the annual budget.
5. Maintains files of all duplicate forms and correspondence relating to personnel of the department, distributes pay warrants and performs all other necessary clerical work connected with personnal.

b. B2 Account Clerk. The Account Clerk performs all clerical duties for the Probation Office, Juvenile Hall and Log Cabin Ranch in the purchasing of materials, supplies, equipment and Contractual Services for these three units as follows:

1. Prepares all requisitions for purchase orders. In preparing this form, it is first necessary to ascertain the correct vendor, proposal and item number, if any; prices to be paid and to assign the correct serial number and appropriation number to the requisition.
2. Distributes purchase orders, completes material received reports, maintains Register of Materials Received, and maintains files of all forms and documents relating to the Purchasing procedure. When supplies are received, a record must be made on a Material Received Register, delivery tags must be attached to the proper Material Received Reports and after proper signature, transmitted to the Purchaser.
3. Maintains Kardex record of all purcheses with necessary details required for cost studies and comparisons and for preparation of the annual budget estimates.
4. Must ascertain that all erroneous deliveries are returned and proper credit received, and performs all other miscellaneous clerical duties required in connection with purchasing procedure.

The two employees assigned to these positions have been performing these duties for many years and are both capable, efficient and fully familiar with details of the duties of the position. Both are required to work many hours of overtime continuously in order to perform all duties necessary to the positions. Only for a minor fraction of such overtime have they received compensation. Since they were assigned to these positions, the department has greatly expanded, both with respect to increased population in Juvenile Hall, greatly enlarged facilities and increase in personnel engaged in working with children and in general departmental operation.

This has resulted in a tremendous increase in the volume of work for both these employees. It has been impossible to obtain assistance for them by re-assignment of other employees as all other departmental employees are already working beyond normal capacity.

Provision of this additional position to assume a portion of the duties of each of the two positions described above is therefore an urgent necessity.

II. Two of the additional positions of General Clerk Typist requested are required in the department's Typing Pool because of the drastic increase in the volume of probation officers' reports which must be typed prior to each hearing of the Juvenile Court. During the past 11 years, the work in the Typing Pool has increased 47% with no increase in personnel. Unless some relief is provided for these overburnded employees, it will be impossible to complete the work required for Juvenile Court hearings. This will result in retarding the Court's procedures, increased overcrowding in Juvenile Hall and will seriously hamper the entire departmental procedure. The new Juvenile Court law enacted during 1961 requiring a greater number of Court hearings has resulted in increasing the workload in the Typing Pool by more than 25%. It is not possible for the present staff to absorb this large increase in work and as a result the operation of the Juvenile Court is being so seriously disrupted that it is physically impossible to comply with mandatory provisions of the Welfare and Institutions Code.

III. One of the additional positions of B512 General Clerk Typist is required by the office of the Juvenile Court Referee assigned to hear cases of delinquent boys and traffic violations by juveniles.

One clerical employee is now assigned to this office, but because of the great increase in the number of hearings, resulting in a greatly increased volume of clerical work, it is urgently necessary that an additional employee be provided. It has not been possible to provide additional clerical assistance to this office during the past 11 years because of substantial increases in workloads throughout the entire department.

The following table shows the great increase in the workload in the Referee's Office during the past 11 years.

	1949	1960	Annual Increase	% of Inc
Traffic cases	1378	4299	2921	212
New delinquency cases, boys	639	1360	721	113
Juvenile Court wards, delinquency cases, boys	1414	2210	796	56
Traffic abstracts to State (12 mos. 1/1/60-12/31/60)	-	2984	2984*	100

*California Motor Vehicle Code Sec. 1816 effective 9/13/59 provides that a record must be maintained and a report made to the Motor Vehicle Department by this department of every case of a violation of the State Vehicle Code by a juvenile. Reports to the Motor Vehicle Department must be made not more than 30 days after violation was committed.

Continued on Sheet Number 3:

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, PROBATION OFFICE — Index Number 185 — Sheet Number 3

A - Four B512 General Clerk Typists (continued from Sheet Number 2)

The caseload has become so great that the Traffic Court has been presided over not only by the Traffic Referee but frequently by the Judge of the Juvenile Court as well, in order to insure disposition of cases without undue delay on the part of those appearing in Court. Furthermore, it has become necessary to set up a calender for one additional day with all contested matters being set before the Judge himself. All of this indicates that additional time and work given to these cases by both the Referee and the Judge of the Juvenile Court. It clearly shows a tremendous increase of clerical work imposed on the staff.

The clerical workload in the Referee's Office has actually increased by approximately 100% during the past 12 years and all present indications are that it will continue to increase.

Because the workload throughout the entire department has greatly increased during the past 12 years and only one additional clerical employee has been added to the Juvenile Court staff during this entire period, it is not possible to reassign other employees to absorb the excess workload in the Referee's Office.

Unless additional assistance is provided in this office, compliance with provisions of State Motor Vehicle Code Sec. 1816 relating to the time limitations for submitting reports of Traffic Code violations by juveniles will at times inevitably be impossible.

Revenue from fines for Traffic Law violations has averaged between $9000 and $10,000 per year during the past 2 years. This sum represents fines levied against juvenile traffic violators.

B - The increased volume of cases being processed by the Juvenile Court makes necessary the addition of the following personnel to the staff of the Psychiatric Clinic so that Psychiatric and Psychological services may be maintained at adequate levels, qualitatively and quantitatively.

C - One staff psychiatrist. To do diagnostic evaluations; consultations and conferences; psychotherapy; cottage rounds; in-service staff training, presently beyond the capacity of existing staff due to increased volume of referrals.

D - One clinical psychologist. To do psychological testing; diagnostic evaluations; consultations and conferences; psychotherapy; cottage rounds presently beyond the capacity of existing staff due to increased volume of referrals.

E - One psychiatric social worker. To conduct intake and to supervise efficient movement of cases through the Clinic; to be liaison with other agencies and institutions; to do psychotherapy; consultations and in-service staff training.

F - Seventeen T56 Probation Officers

A request is being made for 17 additional T56 Probation Officers in accordance with recommendations of the California Youth Authority.

This request for 17 additional probation officers is required to bring the probation staff up to the standard staff recommendations of the National Probation and Parole Association. (See explanation of formula below). The reason for requesting 17 additional probation officers is because the department feels that present [illegible] continued increases in number of referrals and that [illegible] law effective September 15, 1961 will further increase [illegible]

The fiscal year 1960-61 shows an increase of 6.3 in total referrals as compared with 1959-60.

The National Probation and Parole Association recommends workloads of 50 units each. They state that a complete investigation, including preparing and presenting the Court report, should count as 5 units, and that an actively supervised case should count as 1 unit. However, these weights, the National Probation and Parole Association points out, are relative and it is suggested that each probation administrator use them only as a guide, taking into consideration such factors as geography, travel and type of case when setting values for the type of work performed.

It is the belief of this department that a neglect investigation, because of the many complicated ramifications in this type of case, should receive the heaviest weight - 5 units for each child involved. With this as a criteria for the allocation of maximum weights, the other types of investigations and service provided by the department are given unit weights as follows:

Family Intake Court Cases	5 units	Children neglected(Public Welfare Department cooperative case	1/5 unit
Family Intake non-Court cases	2 "	Children neglected (home supervision)	3/4 "
Girl Intake Court cases	4 "	Stepparent adoptions	3 "
Girl Intake non-Court cases	2 "	Freeing from custody and control	5 "
Girl supervision	1 "	Out of town inquiries (requiring investigation for placement	1 "
Boy Intake Court cases	3 "	Out of town information requests	1/4 "
Boy Intake non-Court cases	1 "	Marriage consents	1/3 "
Boy supervision, wards and non-wards	3/4"	Collection cases	1/2 "
Boy out of county; institutional placement	1/4"		
Children neglected; (private agency cooperative case	1/4"		

Based on this weighting schedule and using workload statistics in all divisions for the two fiscal years 1959-60 and 1960-61, the average workload in terms of units for each division, together with an interpolation indicating whether additional probation officers are warranted, and if so, how many, is shown below:

Continued on Sheet Number 4:

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, PROBATION OFFICE — Index Number 185 — Sheet Number 4

A - continuod from Shoot Number 3:

PROBATION OFFICE
Probation Officers Needed (1)

	(A) Monthly avorago caseload	(B) Formula Weight Units	(C) Total Units (A x B)	(D) Present Probation staff	(E) Needs NPPA Guide	(F) Additional staff needed
Boy Intako Division(3)						
Court casos	107	3	321			
Non-Court cases	190	1	190			
Total Boy Intake			511	10	10	0
Boy Division						
Ward cases supervised, end of month						
In own or foster homo	924	3/4	693			
Institution	54	1/4	13			
Non-ward cases,supvr.	63	3/4	47			
Total Boy Division			753	10	15	5
Girl Intako Unit (3)						
Court cases	23	4	92			
Non-Court cases	75	2	150			
Total Girl Intako			242	4	5	1
Girl Division						
Ward cases supervised, end of month:	436	1	436			
Total Girl Division			436	7	9	2
Total dolinquency Divs.			1942	31	39	8
Family Intako Div.(3)						
Court cases	53	5	265			
Non-Court cases	98	2	196			
Total Family Intako			461	8	9	1
Children's Division						
Out of County transfers (3)						
Court cases	6	5	30			
Non-Court cases	7	2	14			
Ward cases,supervised, end of month:						
Home supervision	658	3/4	493			
Agency cooperative cases:						
Private	930	1/4	232			
Public	842	1/5	168			
Total Children's Division			937	12	19	7
Total Neglected Children's Div.			1393	20	28	8
Special Services Unit						
Referrals (3)						
Stepparent adoptions	18	3	54			
Abandonments	3	5	15			
Consents	5	1/3	1			
Inquiries requiring home visits (3)	37	1	37			
Information requests (3)	96	1/4	24			
Collection cases handled (estimated)	150	1/2	75			
Total Special Services			206	3	4	1
PROBATION DEPARTMENT, TOTAL			3548	54	71	17

1. This department has adopted a formula to determine staff needs.This formula and the above format will be used each year.
2. These figures are an average of 2 years' experience (fiscal years 1959-60 and 1960-61) for services performed in each division.
3. The Monthly Average Caseloads used for these referrals is the mode - the most frequently occurring number.

B - Two - T60 Senior Probation Officers

Two new positions of Senior Probation Officer are requested as recommended by the California Youth Authority in its report dated December 23, 1957, prepared at the request of the Grand Jury. It is proposed to divide both the Boy Division and Children's Division into two sections each, with a Senior Probation Officer responsible for supervision of each section of the two divisions.

One section of the Boy Division would be assigned to the delinquent boy caseload in the north side of the city and the other to the south side. The boundary line for this purpose would be Market St. west from the Ferry Building, Portola Drive and Sloat Boulevard to the Beach.

The present supervisor of the Children's Division supervises neglected children in their own homes and also those who are committed to public and private agencies for placement. This division would be divided into two sections - one supervisor to be responsible for supervision of children in their own homes, and the other supervisor responsible for supervision of those children committed to public and private agencies for placement.

C - Two transporation officers

Two positions tentatively designated as Transportation Officers are requested as recommended by the California Youth Authority in its report dated December 23, 1957 prepared at the request of the Grand Jury.

These two employments would save the time of probation officers who now transport children to various places and whose time would be used for investigation and supervision.

These transportation officers would beassigned to transport children to and from public and private institutions - the County Hospital; the County jails; City Prison; private medical and dental clinics; foster homes; bus, rail and air terminals; cottages to Court rooms (bailiffing armed services recruiting stations and shopping for clothing.

Following is a schedule showing the time spent by probation officers during the month of Noveber in transporting children to hospitals, clinics, public or private agencies, California Youth Authority facilities, delivery of citations, subpoenaes, etc.

Month of November 1961

Division	Time
Children's	57 hours
Boy	145 "
Family Intake	73 "
Boy Intake	150 "
Girl	53 "
	478 "

The amount of time isequivalent to approximately 12 weeks or the total working time of three probation officers.

FORM 4260

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT & PROBATION OFFICE — Index Number 185 — Sheet Number 5

A - One Traffic Hearing Officer

The position of Traffic Hearing Officer is requested pursuant to the provisions of Section 561 of the Welfare and Institutions Code, effective September 15, 1961, which authorized the Judge of the Juvenile Court to appoint a person to serve in such capacity. In addition, it is the intention of the Judge of the Juvenile Court to have this person handle truancy matters coming to our attention and to use him in other matters as he may direct.

This position is urgently needed because the workload of hearings and rehearings of the two existing Referees has increased markedly over the past 10 years as shown by the following schedules:

Boy Referee Caseload	1950	1960	Annual Increase	% of Increase
Traffic cases	1534	4299	2765	180.2
New delinquency cases, boys	686	1360	674	98.3
Juvenile Court wards	1516	2210	694	45.8
Traffic abstracts to State	-	2984	2984*	
Girl Referee Caseload				
Truancy	134	192	58	43.3
New delinquency	227	284	57	25.1
Juvenile Court wards	658	868	210	31.9
New neglect cases	319	405	87	27.4
Juvenile Court wards, neglect	2623	3414	791	30.2

*-California Motor Vehicle Code Section 1816 effective September 18, 1959 provides that a record must be maintained and a report made to the Motor Vehicle Department by this department of every case of a violation of the State Vehicle Code by a juvenile. Reports to the Motor Vehicle Department must be made not more than 30 days after violation was committed.

B - Wages, 0-58 Gardener

Wages of the 058 Gardener employed by this department are shown as a separate item in compliance with letter dated December 13, 1957 from the Civil Service Commission.

The compensation of this employee prior to 1958-1959 has been included in Permanent Salaries.

These rates are in conformity with Salary Standardization Ordinance No. 180-61 and Salary Ordinance No. 130-61.

C - Overtime

This overtime allowance is necessary to provide funds for compensation of accounting and clerical employees unavoidably detained on duty in excess of 8 hours per day, or who on occasion are required to perform services in excess of 40 hours per week. The majority of the work in connection with the preparation of the annual budget must be performed on Saturdays or evenings as no additional clerical assistance is available for this purpose. It is also impractical to break in replacements for vacation relief of the staff of the Accounting Division; therefore, the great part of the work for such employees on vacation must be done by the remaining employees after regular hours or on Saturday. With constantly increasing salaries, the amount of overtime provided has correspondingly diminished. The amount of clerical work continues to increase and only one additional clerical employment has been approved in the budget during the past 12 years.

Employees whose work must be absorbed by the Accounting staff when they are on vacation are as follows:

1 - B35 Administrative Assistant.....3 wks.
1 - B6 Accountant II.....3 "
2 - B4 Accountant I (3 wks. each).....6 "
1 - B512 General Clerk Typist.....3 "
1 - 02 Account Clerk.....3 "
18 "

The following schedule shows detail of overtime requirements as requested:

Class	Hours	Salary Rate	Hourly Overtime Rate	Amount
1 - 02 Account Clerk	120	$436.	$ 3.77	$452.
2 - B4 Accountant I	120	556.	4.81	577.
1 - B6 Accountant II	120	660.	5.71	685.
2 - B512 General Clerk Typist	120	436.	3.77	452.
			Total....	$2166.

D - Holiday Pay

The amount requested is necessary to provide compensation for two T56 Probation Officers who act as Intake probation officers on holidays.

When children are brought into Juvenile Hall for minor incidents such as curfew or traffic violations, they may be released to the custody of their parents by the probation officer on duty and cited to appear. A great deal of unnecessary overnight or weekend custody can be prevented in this manner and needless overcrowding of Juvenile Hall eliminated.

Salary Standardization Ordinance effective July 1, 1961 provides that employees required to work on holidays shall be paid extra compensation of one additional day's pay at time and one-half the usual rate.

Class No.	Title	No. of Emps.	No. of holidays	Rate	Amount required
T56	Probation Officer	2	12 (3/4)	$45.71	$1097.

E - Temporary Salaries

This amount is needed to provide funds for the payments of salaries to temporary employees required for replacement of permanent employees on vacation, sick leaves and other emergency employments at rates established by the new Salary Standardization Ordinance as shown by the following schedule:

Continued on Sheet Number 6:

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, PROBATION OFFICE — Index Number 185 — Sheet Number 6

A - Temporary Salaries (continued from Sheet Number 5)

Class No. Title — Vacation Relief

No. Emps.	No. Wks.	Rate	Replacement Salary Rate	Amount required	Total
B-4 Accountant I	1	5	N	$358.	$344.
B-408 General Cl.Steno	7	3(21)	N	367.	1927.
B-408 General Cl.Steno	1	2	N	367.	184.
B-410 Legal Stenographer	1	3	N	367.	275.
B-412 Sr.Cl.Stenographer	2	3(6)	N	367.	551.
B-454 Telephone Operator	2	3(6)	N	341.	512.
B-512 General Cl. Typist	8	3(24)	N	358.	2148..
B-516 General Cl. Typist	1	3	N	358.	269.
C-104 Janitor	3	3(9)	P	345.	776.
C-104 Janitor	1	2	P	345.	173.
C-104 Janitor	1	2	N	325.	163.

Total required for Vacation Relief.....$7322.

Class No. Title — Sick Leave Replacements

No. Emps.	Total days @ 5 days ea. annually	Monthly Salary replacement rate	Salary rate per day	Amount
B-2 Accountant Clerk	1 5	$358	$17.90	$90.00
B-4 Accountant I	3 15	458.	22.90	344.00
B-408 General Cl.Steno	8 40	367.	18.35	734.00
B-410 Legal Stenographer	1 5	385.	19.25	96.00
B-412 Sr.Clerk Steno	2 10	436.	21.80	218.00
B-454 Telephone Operator	2 10	341.	17.05	171.00
B-512 General Cl.Typist	10 50	358.	17.90	895.00
B-516 Sr.Clerk Typist	1 5	436.	21.80	109.00
C-104 Janitor	5 25	325.	16.25	406.00

Total required for Sick Leaves.....$3063.

Emergency employments B512 General Clerk Typist, 30 days @ $17.90..... 537.

Total Temporary Salaries required.....$10922.

Enormous increases in clerical workloads have been experienced due partly to increased volume of referrals of children, overcrowded Juvenile Hall and the recently enacted Juvenile Court law. It is therefore no longer possible to absorb the work of employees absent on vacations, sick leaves or for other reasons. Only one clerical employee has been added to this department since 1949, a period of approximately 12 years.

B - Overtime and Temporary Wages - per diem worker

This amount is requested to provide compensation for a replacement of the 0-58 Gardener for a period of 10 days of vacation and 10 days of sick leave at the wage rate established in the Salary Standardization Ordinance effective July 1, 1961. Shrubs, lawn and other plantings cannot be neglected for long periods of time without suffering serious damage and losses.

No. Emps.	No. Wks.	Total days	Daily rate	Amount
Vacation Replacement				
1	2	10	$25.80	$258.
Sick Leave Replacement				
1		10	25.80	258.
		Total.....		$516.

C - Local Fares

This increase is necessary to provide carfare for probation officers who do not have autos available for necessary investigations and visits to homes of children under supervision. The amount of this request is based on actual expenditures for this purpose during the fiscal year 1960-61.

D - Travel expense

This request includes funds to permit representatives of this department to attend meetings and conferences of the California Probation, Parole & Correctional Association, the National Probation & Parole Association, the Child Welfare League of America, California Association for Health & Welfare, National Conference on Social Work and the National Council on Crime and Delinquency.

Funds are also requested for members of the Probation Staff to attend the California Youth Authority training institutes for probationofficers, supervisors and probation administrators and University of California Institutes for Probation, Parole and Correctional officers. This request also includes funds to provide for the attendance by the Chief Probation Officer at two Statewide meetings of Chief Probation Officers called together by the Director of the California Youth Authority under the provisions of Section 1752-95 of the Welfare & Institutions Code. Attendance at these conferences and institutes has proven very informative, and educational benefits derived therefrom are advantageous to the department.

Routine travel as above(training institutes,etc.).....$500.
2-meetings of Director of California Youth Authority..... 50.

1. By Chief ProbationOfficer and Supervisor of Probation Services. Purpose: To attend annual conference of the California Probation, Parole & Correctional Association. Membership therein authorized by Ord.No.4942 and Ord. No.558-58. Date of meeting: May, 1963. Place of meetings: San Diego, California. Amount requested..... 50.
2. By Chief Probation Officer. Purpose: To attend Regional Conference of North Coastal District, California Probation, Parole & Correctional Association. Date of meeting: Spring, 1963. Place of meeting: Some city in the Northern California Coastal Area. Amount requested..... 40.
3. By Chief Probation Officer. Purpose: To attend annual Conference of the National Probation & Parole Association. Membership therein authorized by Ord.No.4942 and Ord. 558-58. Date of meeting: July, 1962. Place of meeting: Seattle, Washington. Amount requested..... 200.
4. By Chief Probation Officer or Supervisor of Probation Services. Purpose: To attend annual conference of the Western Probation & Parole Association. Membership authorized by Ord.No.4942 and No.558-58. Date of meeting: Summer, 1962. Place of meeting: Seattle, Washington, jointly with Item 3 above covered within item (3) above.
5. By Chief Probation Officer or Supervisor of Probation Services. Purpose: To attend the annual conference of the California Association for Health & Welfare, membership authorized by Ord.No.4942 and Ord.558-58. Date of meeting: Not known. Place of meeting: Unspecified California City. Amount requested..... 100.

Continued on Sheet Number 7:

Form 4250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, PROBATION OFFICE — Index Number 195 — Sheet Number 7

A - Travel expense (continued from Sheet Number 6) — Forward.....$970

6. By Juvenile Justice Commission (Juvenile Probation Committee)
Purpose: To make annual inspections, as prescribed by Welfare and Institutions Code, Sec.529 of Log Cabin Ranch School and County Jails, Dates to be decided later. Place: Log Cabin Ranch School, County Jails No. 1 and No. 2 and City Prison.
Amount requested.....175.
Total.....$1145.

B - Auto equipment maintenance and repairs
This increase is needed to provide for repairs required to keep the department's automobiles in operating condition. These vehicles have been in service from 5 to 9 years and with increasing age, the need for repairs and maintenance will increase correspondingly. The neglect of needed maintenance at this time will result in abnormal deterioration and substantially shorten the life of the vehicles. The sum of $250. additional will be required to provide blow-by devices for all autos, as per letter of the Purchaser dated November 1, 1961.

C - Auto equipment - maintenance and repairs (tire recaps)
This increase is needed to provide for recapping worn tires for department vehicles.

D - Office Equipment - maintenance and repairs
The monthly fixed cost of maintenance and repair service for this department's mimeograph and dictating machines is currently $125.50 per month or $1518. per year. This does not include repairs to typewriters, adding machines, mailing machines, desks, chairs and other furniture and equipment. The cost of maintaining the office equipment increases steadily, and it is anticipated that it will continue to do so. Much of the office equipment used by this department is in poor condition, resulting from age and constant use. It is therefore necessary that it be constantly repaired to keep it in usable condition. It has been necessary to defer much needed repairs to this equipment because adequate funds have not been provided in prior years.

E - Services of Purchaser's Reproduction Bureau
This request is to provide for reproduction of extra copies of departmental budget and miscellaneous work to be performed by the Purchaser's Reproduction Bureau.

F - Telephone & telegraph and extension of service
This increase is necessary to provide funds for increased charges of the Pacific Telephone & Telegraph Company for "Services and Equipment" furnished this department. Other increases have resulted from increased volume of calls required in processing the increased number of referrals to this department and extension of services as follows:

G - Telephone

Non-recurring costs

Location	Description	Extension of service: Computation	Amount
1. 375 Woodside Ave. Exact locations not yet determined for new employments and new Cottage	Installation of 25 locals from main switchboard	25 x 4	$100.00
2. "	Installation of 14 illuminated button instruments for Division Supervisors and secretaries	8.00 x 14	112.00
3. "	Miscellaneous charges for moving and repairing existing locals and other services.	est.	50.00
			$ 262.00

Monthly recurring charges

Location	Monthly Service Charge	Period of Service	Computation	Amount
4. 375 Woodside Ave. various as shown above	$7.00 each	7/1/62-6/30/63	$7.x 12 x 25	$2100.

1. This amount will provide for installation of telephone locals for new employees requested in this budget.
2. The Secretary's office in each division is provided with two locals from the main switchboard and the division supervisor's office is connected by two extensions. Without illuminated buttons, it is impossible for either the supervisor or secretary to know when either local is in use. This results in constant interruptions of conversations or accidental disconnecting of lines with much loss of time.
3. This amount is to provide for miscellaneous services not specifically anticipated such as extensions of existing locals, moving location of locals, repairs to instruments accidentally damaged through use and installation and repair of such items as buzzers and cord connections.
4. This amount represents the additional instrument rental and service charges for use of telephones for new employees in the performance of their duties.

H - Postage
This increase is necessary to provide for an increase of 33 1/3% in postage rates and for increase in volume of mail resulting from greatly increased caseloads and new formula.

A - Printing

This amount is needed for printing of the annual report of the Juvenile Court. This report has been previously mimeographed by staff employees. These employees, because of greatly increased workloads, are unable to perform this work. The Welfare and Institutions Code provides that this report shall be filed not later than January 30th of each year. It has not been possible because of insufficient personnel, to complete production of this report until a considerably later date. In addition to consuming a great amount of time of personnel in mimeographing this report, the complete report has an untidy appearance and is often difficult to read.

B - Window Washing Services

This increase is required to provide window washing services for the Administration Building and Service Building only. The current contract cost for quarterly window washing services for these two buildings is $1044. and it is anticipated that an increase will be required in 1962-1963.

C - Use of Employees Cars

The amount requested in this budget item represents a conservative estimate of funds needed to reimburse probation officers who use their own automobiles in departmental assignments. Ten of the thirteen automobiles allotted to this department are assigned to the several divisions and are used primarily by fifteen probation officers who have no other means of automotive transportation in the performance of their field investigations and supervision of Juvenile Court wards.

These limited transportation facilities require that funds be provided to reimburse forty probation officers who of necessity, must use their privately owned automobiles for departmental business, consisting of varied field duties which include the investigation of complaints involving child misconduct as well as parental neglect and collateral investigations leading to the accumulation of facts for proper Court review.

In divisions of the department where matters of parental neglect are investigated, extended field work is often necessary which at times may require monthly travel in excess of 500 miles by each probation officer.

Despite this extensive mileage, this department has been compelled by reason of reduction in the budget allowance for the current fiscal year to restrict the individual mileage allowance to a maximum of $30.00 per month with reimbursement varying from $21.00 to $30.00 in accordance with new mileage allowance schedule. In consequence, these employees are often required to suffer a loss ranging from $10.00 to $15.00 per month.

The sum requested is based on an average of 275 miles for 35 probation officers and an average of 450 miles for five probation officers at an average rate of $ .09½ per mile. The new schedule of mileage allowances effective July 1, 1960 has resulted in increasing the total mileage allowance.

D - Maintenance of Minors in Foster Homes and Institutions.

The amount of this request is based on an estimated average of 675 placements of children in fosterhomes and 275 in institutions or a total of 950 placements throughout the fiscal year 1962-1963.

The average monthly maintenance rate for children in foster homes is estimated at $75. and the monthly rate for institutional placements at $115. for institutions providing normal custodial care and $160. for institutions providing specialized care.

The annual total required for all placements at the above rates amounts to $1102500. There is also included in this request an estimate of $2000 per month or an annual total of $24000 to provide for initial placement clothing allowances, unusual dental, medical and hospital care, and for transportation of non-resident wards to homes in other counties or states. The maximum monthly rate for maintenance of wards of the Juvenile Court in institutions was increased from $90. to the above rates effective July 1, 1960, Ordinance No. 10716 increases the maximum foster home rate to $75. per month effective December 1, 1957.

It is estimated that in connection with expenditures for maintenance of minors, reimbursements will be received as follows:

State Suoventions, Aid to Needy Children:	$320000
Collections from parents, etc.....	210000
	$530000

FORM 62P0

C CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

Department, Board or Commission JUVENILE COURT, PROBATION OFFICE

Index Number 135 Sheet Number 9

A - Maintenance of Minors in Foster Homes - Temporary Shelter

This increase is necessary to provide for temporary foster home care for dependent children. This temporary care is in lieu of Juvenile Hall detention pending disposition of case or execution of Juvenile Court order. Placements have been increasing and it is estimated that during 1962-1963 an average of 12 foster children will be in placement in temporary foster homes at a cost of $125. per month. These placements will tend to reduce overcrowding in the dependent children's cottages and provide temporary non-institutional care more nearly resembling normal home care for these children.

B - Tires and tubes

This amount is needed because of increases in the cost of tires and tubes experienced during the past 2 years. Because of the extremely limited budget for the fiscal year 1961-1962, purchase of needed tires and tubes will of necessity be deferred. A small stock of tires and tubes is usually maintained to be used as needed; however, this supply has been exhausted and additional funds may be required to complete the fiscal year.

C - Gasoline and oil.

This increase is needed to provide for increased use of department vehicles resulting from the increased volume of referrals of children to the Court and increased caseloads which probation officers are required to supervise. This increase will also provide for purchase of gasoline at private service stations instead of the Purchaser's Shops. Because of the great distance to the Purchaser's Shops, much time of probation officers has been lost in traveling to this distant location to purchase gasoline and oil. This procedure has been necessary heretofore because adequate funds for gasoline and oil have not been approved in past budgets.

D - City Directory

This amount is necessary for purchase of the annual City Directory which is needed to facilitate this department's operations.

E - Stationery and Office Supplies; Stationery Withdrawals from Stores

This increase is required to provide stationery and office supplies essential to the operation of this department. It is estimated that funds appropriated for the fiscal year 1961-1962 will not be adequate and additional funds will be required to complete the fiscal year. The number of children's cases processed by this department has increased from year to year. This increase in volume of work, together with increases in the cost of these supplies, makes it necessary to request that additional funds be provided for purchase of supplies essential to this department's operations. During the year 1961, a completely new Juvenile Court law was enacted by the State Legislature which requires new forms for all Juvenile Court procedures, adding substantially to the amount required for stationery and supplies.

F - Nine dictating machines:

This request is made to provide for replacing nine dictating machines as follows:

9 dictating machines at $231. each..... $ 2079.

Less: trade-in 9 dictating machines listed as follows:..... 9.

$ 2070.

Serial No.	Purchaser's Inventory No.	Make	Trade-in Value
565166	24-2262	Ediphone	$1.00
148296	24-2266	"	1.00
327085	24-1345	"	1.00
427301	24-2171	"	1.00
340639	none	"	1.00
564357	24-2347	"	1.00
551396	24-2385	"	1.00
542359	24-1370	"	1.00
542636	24-1340	"	1.00

Total trade-in allowance..... $ 9.00

These nine new dictating machines are needed to replace obsolete cylinder type dictating machines that have all been in service in excess of 15 years. These old machines are uneconomical to operate, both from the standpoint of costly maintenance and loss of time when machines are undergoing frequent repairs. The wax cylinders used for dictation are also far more costly than the modern plastic belts and discs.

G - Six typewriters 13" elite type (manual machines)

This request is to provide for replacement of machines that have been in constant use for more than 14 years and have become so worn that they are no longer economical to repair and maintain in working order. These machines are constantly breaking down, resulting in serious loss of time by typists who must wait for service men to provide replacements while making frequently needed repairs. These typewriters were purchased in the immediate postwar period and are fabricated of inferior materials.

Six manual typewriters @ $235. each. Equipment to be traded in:

Serial No.	Purchaser's Inventory No.	Make	Trade-in Value
1A1891265	24-2250	L.C.Smith	$10.00
1A1976293	24-1577	"	10.00
1A1873647	24-1973	"	10.00
1A1754313	24-1687	"	10.00
1B1864430	24-1718	"	10.00
KMB1 3531193	24-1227	Royal	10.00

Total trade-in....$60.00

H - Electric Mimeograph and Cabinet Stand

A new electrically operated mimeograph and stand is needed to replace similar equipment that has been in service for more than 15 years and is now worn out and obsolete. Because of the age of this machine, replacement parts are no longer available and continuous repairs are required to keep it in operation. More than 90% of the forms used in the operation of this department are prepared by mimeograph as well as the annual report and other reports and documents requiring multiple copies.

Cost of new Mimeograph with cabinet stand..... $425.00

Less: Trade-in: Mimeograph purc.No.24-2252

Serial 7491-92 25.00

Net cost..... $400.00

A - Ono Vacuum Cleaner

Ono now vacuum cleaner is needed for use by janitors for cleaning offices, halls, venetial blinds, furniture and carpeting in the Administration Building. This will replace a vacuum cleaner which has been in service for more than 14 years and is too old and worn to do satisfactory work.

A heavy duty domestic type vacuum cleaner will cost $160. The following equipmont will be traded in:

Serial No.	Purchasor's Inventory No.	Make	Trade-in Value
3889124	24-3185	Hoover	$10.00

B - One Floor Scrubbing and Polishing Machine

This request is to provido for replacement of a floor scrubbing and polishing machine which has been in constant service for more than 12 years. This machine is now obsolete and worn out and is not economical to repair or operate. This is the only machine of its type in use for all the facilities of the Youth Guidance Center and is used constantly in maintaining the premises in a clean and sanitary condition. A new machine will cost $475.

Tho followMng equipment will be traded in:

Serial No.	Purchaser's Inventory No.	Make	Date of purchase	Trade-in Valuo
2513107	24-2610	Holt	1950	$50.00

C - Two heavy duty Oak Benches

These oak benches are needed in the waiting room of two Probation Divisions. Thore have never been adequato seating facilities available and children and parents required to be present must often stand becauso seats are not available. Thoso persons wander about the halls or congregate in groups in the waiting room to the great inconvenience of employees and the general public entering or leaving offices in these units.

D - Ono telophone stand-bookcase

One combination bookcase and telephono stand is needed in tho office of the Referee for girl and children's cases. This stand is necessary so that the telephono book, State Codes, other legal volumes and technical books and the telephone may be removed from the top of the desk, allowing working space needed for review and study of case records, legal documents and correspondence.

E - Four 5-drawer letter files

Four 5-drawer letter size files are needed for filing psychological and psychiatric reports regarding wards of the Court and parents tested or examined by the staff of the Clinic. A permanent record is maintained for each case processed in this division. It has been necessary because of inadequate filing facilities, to store records in cartons and boxes.

F - Four 3-drawer legal files

These files are needed in the Girl Division to provide a safe place for keeping case folddrs for active delinquent girl cases. These case records must be kept in a secure place and still be available for reference by probation officers and for use in Court hearings. Single drawer storage boxes have been used in this division, but these are not adequate in size. They are also difficult to open and are dangerous to use. These 1-drawer boxes are set on stands and are extremely top-heavy when opened, frequently overbalanchg and endangering employees required to use them. The supervisor of this division received a painful injury during the past year and as a result, was unable to report for duty for several days.

G- Four 5-drawer legal files

Two new files are needed in the Children's Division to provide a place to keep case folders of neglected children's cases. The caseload in this division has increased so rapidly during recent years that present filing equipment is no longer of adequate capacity for the large volume of case records.

Two new files are needed for the two new proation officers allowed in the 1961-1962 budget so that they may file case foldors for cases assigned to them for investigation or supervision. These files are necessary so that case folders may be kept in a safe place and be readily available when needed.

H - Two standard oak desks; two oak swivel arm chairs

The budget of the Juvenile Probation Office for the fiscal year 1961-1962 providing two new positions of T56 Probation Officer was approved in the 1961-1962 budget. With the approval of the two additional probation officers, there exists a shortage of two desks which are needed for these new employees. There is no surplus furniture suitable for use of these employees who are now required to make shift without adequate desks or chairs, resulting in much loss of time and efficiency.

I - One oak secretarial desk; one secretarial posture chair; one typewriter 19" olca type

These three articles of equipment represent the working equipment required for the new position of B-408 General Clerk Stenographer approved in the budget for the fiscal year 1960-1961. There is no surplus of this type of equipment available for this employee who is now required to make shift by using whatever equipment is not being used at the moment. This results in a loss of time and efficiency.

J - Nine dictating machines

These dictating machines are needed in the divisions as follows:

Boy Intake	2
Family Intake	1
Children's Div.	3
Psychiatric Clinic	3
Total:	9

These additional dictating machines are needed because of the greatly increased referrals of children to the probation office. It is necessary that an adequate number of machines be available in each division so that probation officers may dictate reports in time to meet time limitations set by law and the Juvenile Court. If these machines are not made available, probation officers must wait until a machine is free for their use and much valuable time is thereby wasted.

Three dictating machines are also needed to provide a machine for each psychologist and one to be shared by two part-time psychiatrists. At present the two belt machines assigned to the Clinic are used by six people and are frequently unavailable when needed and are often out of adjustment because of being moved so much. The present system is highly inefficient.

FORM 4550

C CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

Department, Board or Commission JUVENILE COURT, PROBATION OFFICE

Index Number 185

Sheet Number 11

A - Six portable electric fans

These fans are needed in a number of small offices on the east and west side of the Administration Building where ventilation is inadequate, resulting in extreme discomfort to the occupants with resulting loss of efficiency. These fans will provide urgently needed circulation of air whenever weather conditions require it.

B - One Class A passenger automobile

This automobile is needed in the Boy Division to provide transportation needed for investigations and supervision of delinquent boys. During the past 4 years, seven new positions of 756 Probation Officer have been added to the department's staff. These employees need transportation in order to provide the services needed for a greatly increased number of referrals and greater number of children who must receive adequate supervision.

C - Books - library and reference.

This request is to provide for the replacement of Deering Codes which have been in use for many years and should be replaced as new codes become available. It will also provide for purchase of additional codes needed for efficient departmental operations.

These Codes include: 9 Penal Codes
8 Civil Codes
6 Code of Civil Procedure
1 Health & Safety Code
2 Welfare & Institutions Code
25 Codes @ $10.00 plus 4% or $260.00

Other books required by the department are various directories of probation officers throughout the country, postal guides and other special books used in departmental operation (estimate $140.00).

D - Probation Office - Equipment Requested
Preferred Order of Priority

Prior. No.	Sheet No.	Line No.	Description		Amount
1	7	18	9-dictating machines	REP	$ 2070.
2	7	19	6-typewriters 13" elite type	"	1350.
3	7	20	1-electric mimeograph and stand	"	400.
4	8	5	1-oak secretarial desk	NEW	150.
5	8	6	1-secretarial posture chair	"	40.
6	8	7	1typewriter 19" pica type	"	250.
7	8	1	4 3-drawer legal files	"	300.
8	8	2	4 5-drawer legal files	"	500.
9	8	11	Books-library and reference	"	400.
10	7	23	2-heavy duty oak benches	"	300.
11	8	3	2-oak desks standard	"	250.
12	8	4	2-oak swivel chairs	"	100.
13	8	8	9-dictating machines	"	2079.
14	7	21	1- vacuum cleaner	"	150.
15	7	24	1-telephone stand-bookcase	"	95.
16	8	10	1- Class A passenger auto	REP	2500.
17	7	22	1- floor scrubbing & polishing machine	"	425.
18	8	9	6- portable electric fans	"	150.
19	7	25	4- 5-drawer letter files	"	[illegible]
			Total.....		[illegible]

E - Membership dues

This amount comprises the total membership dues authorized by Bill No. 951-58, Ordinance No. 555-58, Section 1.7 as follows:

Western Probation & Parole Association.....	$
California Association for Health & Welfare	5.00
California Probation, Parole and Correctional Association.....	60.00
National Probation & Parole Association....	[illegible]
National Conference on Social Welfare.....	10.00
Total.....	$80.00

F - Juvenile Probation Committee - Revolving Fund Increase

This request is for the purpose of providing funds urgently needed in the normal operation of the Juvenile Court.

The "Juvenile Probation Committee Revolving Fund" was increased to $1500. in May, 1946 and $500. was added in the budget for 1961-1962.

This Fund is used (1) for making emergency purchases, not exceeding $15.00 each, of miscellaneous supplies and services required in the operation of the three divisions of the Juvenile Court; (2) for reimbursing probation officers and other employees for monthly mileage and other field expenses; (3) for making advances of money for transportation of minors to jurisdictions outside the County or State. This fund may also be used for advancing the cost of authorized traveling expense of employees of the department.

Since this fund was increased 14 years ago, the petty cash procedure has been amended to increase the amount of individual petty purchases by the department from $5.00 to $15.00. The mileage allowance for employees of the City and County has been increased from $6500. in 1948-1949 to $7500. in 1959-60, $9000. in 1960-61 and $12,000. in 1961-1962.

The number of children to be transported to other jurisdictions has also increased with the increase in children referred to this department as delinquents or dependent minors. Traveling expenses have also increased substantially.

This increased burden placed on the present Revolving Fund has resulted in delay in reimbursements to probation officers as well as payment of vendors' invoices for supplies and services. With inflation still in progress, the inadequacy of this fund will become increasingly evident, and operations of this department will be seriously hampered.

The Purchaser of Supplies has stated that as soon as necessary arrangements can be made, this department will be required to make all its necessary purchases amounting to less than $25.00 direct and that payments for such purchases must be made from the department's revolving fund. This procedure will not be feasible without a substantial increase in the amount of the revolving fund.

A - One Porter

One additional I-204 Porter is required for full time assignment to maintain the kitchen in a clean and sanitary condition. His duties which will not overlap those of the two porters currently assigned (and their relief man who is a third porter) will be as follows:

1. Wash down 800 sq.ft. of wall tile, 10 doors and baseboards in the main kitchen every day.
2. Scrub floors and shelves and walls of 3 walk-in refrigerators once a week and scrub three 32 cubic feet regular type refrigerators once weekly.
3. Clean the 3 unit kitchen range and the 4 compartment baking oven daily.
4. Assist Porter #2 (see schedule) in cleaning the butcher and bake shop daily. The amount of time necessary each week to provide the services listed above is as follows:

1. Washing tile, baseboard, doors & woodwork	10 hrs. wk.
2. Scrubbing walk-in and other refrigerators	15 "
3. Cleaning range and ovens	5 "
4. Cleaning bake shop and butcher shop	10 "
	40 "

The schedules of Porters #1 and #2 are too heavy to be carried out properly.

Work Schedule for Kitchen Porters

Assignment #1:
6 A.M.- 2 P.M. Porter

6 A.M.-6:40 A.M. Set up breakfast in order of delivery to cottages and load bread and milk on conveyor.
6:40 A.M-8 A.M. Make deliveries to 9 cotteges.
8 A.M. - 9 A.M. Bring up bread and milk from receiving room, place bread on racks and store milk in refrigerator.
9 A.M. - 10:30 A.M. Unload and store fruit and vegetables and other supplies as received, and maintain stockroom of kitchen foodstuffs and supplies.
10:30 A.M.-11:30 A.M. Load and deliver lunch to 9 cottages.
11:30 A.M.-2 P.M. Set up portion of breakfast for following morning, e.g. count eggs, dry cereal, fruit, etc. and set up jam and sugar requirements for each cottage.

Assignment #2:
9 A.M.-5 P.M. Porter

9 A.M.-10:30 A.M. Pick up garbage, Boy and Girl Cotteges; clean receiving platform, wash garbage cans.
10:30 A.M.-11:30 A.M. Assist with food deliveries to cottages.
11:30 A.M.-12 Noon Sweep and mop main Kitchen.
12 Noon-2:30 P.M. Clean butcher shop tables, meat blocks, meat saw, bake shop tables, sinks; mop butcher shop and bake shop floors.
2:30 P.M.-3 P.M. Remove garbage cans from kitchen and replace with clean cans.
3:00 P.M.-4:30 P.M. Start afternoon deliveries of meals to cottages and pick up kitchen keys in Superintendent's office upon return from Nursery.
4:30 P.M.-5 P.M. Clean sinks, put milk truck on elevator, turn out all lights, lock main doors and return key to Superintendent's Office.

Assignment #3: Relieves Porters #1 and #2 on their days off (4) and performs duties of the kitchenhelper on one of his days off.

B - One Operating Engineer

One additional Operating Engineer is needed for the proper maintenance and operation of the mechanical facilities of the YouthGuidance Center. These facilities are in operation 24 hours a day, 7 days a week. An additional Operating Engineer would work 49 weeks a year, eliminating the necessity for employing temporary personnel on vacation, sick leave and holiday replacements.

A temporary Operating Engineer employed for a 3 weeks' vacation replacement is unfamiliar with the operation of the mechanical facilities and requires much longer to perform the various duties than would be required of an engineer familiar with the plant facilities. This practice is therefore uneconomical. At the present time, Vacation, Sick Leave and Holiday Reliefs for the staff of Operating Engineers amounts to 32 weeks or approximately 8 months' salary paid from Temporary Salaries as follows:

Vacations

5 - Operating Engineers, 3 wks. each	15 wks.
1 - Bldg. & Grounds Maintenance Sup't	3 "
	18 "
Total Vacation	18 wks

Sick Leave

5 - Operating Engineers @ 10 days each	50 days
1 - Bldg. & Grounds Maintenance Sup't	10 "
	60 "
Total Sick Leave - 60 days or	12 wks

Holidays falling days off

5 - Operating Engineers	2 wks
	32 wks

During the remaining 17 weeks of the year, this employee would be available to assist with the ever increasing mechanical maintenance work necessary to maintain the aging mechanical facilities of this department in good operating condition. The actual increase requested would be equivalent to 5 months salary or $2350. The buildings of the Youth Guidance Center (Juvenile Court Dept.)comprise an area of 200,000 sq.ft.Each Operating Engineer is now required to maintain equipment contained in an area of approximately 40,000 sq.ft.The employment of 1 additional Operating Engineer as outlined would reduce the workload of each such employee to maintenance of equipment in an area of approximately 36,000 sq.ft.The equipment installed on the premises of Youth Guidance Center cost approximately $300,000.at time of installation. Each of the 5 Operating Engineers is now responsible for maintenance of equipment costing $60,000.Addition of 1 Operating Engineer would reduce this responsibility to $55.000.which is nearer the capacity which an Operating Engineer can properly maintain.The replacement cost of this equipment today is approximately 3 times greater than at time of installation or nearly $900,000. The expenditure of an additional $2350 per year to prolong the useful life of this equipment would prove a most worthwhile economy measure.

A - Reclassification of 0-172 Chief Operating Engineer

This increase is necessary to give effect to the reclassification by the Civil Service Commission of one position from 0-172 Chief Operating Engineer to 7120 Building and Grounds Maintenance Superintendent.

B - One Recreation Director

This request is for a new position. This person will be responsible for directing the play and physical education program and coordinating the recreation activities for all the children at Juvenile Hall, Juvenile Court. He would assist the staff in teaching games and providing for other activities to be used in their respective cottages.

Two fully equipped gymnasiums are available, one for boys and one for girls, and also a well equipped outdoor playground designed for use by the younger children. It has been necessary to depend almost entirely on the services of volunteers for the supervision of recreation of the dependent children, but these children have sufferedmore than the usual number of accidents because the volunteers lack the training of recreation leaders. This is also true of the girls' physical education program. It has been necessary to depend on volunteers and untrained teachers. Many of them have refused to continue with this type of activity because they feel they are not qualified to handle these problems and are afraid of accidents to children.

There is not sufficient staff to assign one of the group supervisors to this work and they do not have the nigh degree of training in play leadership and physical education that is required.

C - Eight T-35 Group Supervisors

(1) B-5 Delinquent Boys Cottage (7 T-35 Group Supervisors). This cottage was completed and fully equipped January 1, 1962 and was ready for occupancy at that time, However, the cottage cannot be placed in service until a staff is provided. Two T-35 Group Supervisors are required on each of the two daytime shifts and one on the night shift. This provides coverage for 5 days a week. Two additional Group Supervisors are needed to provide relief on the 6th and 7th day, a total of 10 days. This staff is the minimum needed to provide security and proper operation of this cottage.

(2) Ref. D - One T-35 Group Supervisor, Cottage C-3
Ref. E - One T-35 Group Supervisor (part time 6 hours) Cottage C-2

Two additional Group Supervisor, one full time and one part time 6 hours daily areneeded in the Dependent Children's Cottages.

At the present time, there is only one man coverage in the morning and early afternoon in these cottages. This was set up this way on the theory that the children would be in school and only a very few would remain that needed supervision. THIS HAS NOT TURNED OUT THIS WAY.

There has been a constantly large population in both cottages, averaging 30 children each. The schoolrooms will only accommodate 18 children at atime. In addition to this, both of the teachers prefer to take smaller groups because of the widespread of ages and the great differences in grade levels. There are always groups of at least 14 children that need to be supervised, including the pre-school group.

It has been our experience that children are remaining here for long periods. Most of those who are here for prolonged stays are those who are difficult to place in foster homes or other child caring institutions; in other words, the highly disturbed and the undisciplined children. These, of course, are the ones who need far more individual care and they are not getting it now since these cottages are badly understaffed. These cottages are not equipped to meet the problem which these children present. These cottages house children from the ages of 5 to 17. Although this is NOT a treatment center, the fact remains that the problem must be met as it is presented, and these children need care and much counselling while in Juvenile Hall. In order to provide this critically needed care, the additional staff is requested.

Continued on Sheet Number 3:

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, JUVENILE HALL — Index Number 186 — Sheet Number 3

A - continued from Sheet Number 2:

(2) One T-35 Group Supervisor, Cottage C-3
One T-35 Group Supervisor (part time 6 hours) Cottage C-2

Schedule of Group Supervisors in Cottage C-3 (Dependent Boys)

	7A 8A 9A 10A 11A 12N 1P 2P 3P	4P 5P 6P 7P 8P 9P 10P 11P	12A 1A 2A 3A 4A 5A 6A 7A
Monday	#1 / #8	#4 / #7	#3
Tuesday	#4 / #8	#2 / #7	#3
Wednesday	#5 / #8	#2 / #7	#3
Thursday	#1 / #6	#2 / #5	#3
Friday	#1 / #6	#2 / #5	#4
Saturday	#1 / #6 / #8	#2 / #7	#4
Sunday	#1 / #8	#4 / #7	#3

#1 - man - 8 hours
#2 - " - 8 hours
#3 - " -8 hours
#4 - " - 8 hours
#5 - " - 8 hours (only 3 days a week)
#6 -woman- 6 hours (3 days) See schedule below for other 2 days, shown as #8.
#7 - man - 6 hours
#8 - new man - 8 hours

Schedule of Group Supervisors in Cottage C-2 (Dependent Girls)

	7A 8A 9A 10A 11A 12N 1P 2P 3P	4P 5P 6P 7P 8P 9P 10P 11P	12A 1A 2A 3A 4A 5A 6A 7A
Monday	#1 / #7	#2 / #3	#5
Tuesday	#1 / #8	#2 / #3	#5
Wednesday	#1 / #8	#2 / #3	#4
Thursday	#1 / #7	#2 / #6	#4
Friday	#1 / #7	#5 / #6	#4
Saturday	#5 / #7	#3 / #6	#4
Sunday	#5 / #7	#2 / #3	#4

(All women.)

#1 - 8 hours
#2 - 8 hours
#3 - 8 hours
#4 - 8 hours
#5 - 8 hours
#6 - 6 hours (3 days)
#7 - new - 6 hours
#8 - parttime woman, 2 days, 6 hours from C-3 (shown as #6 on above schedule)

Form 4850

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, JUVENILE HALL — Index Number 186 — Sheet Number 4

A - One Senior Group Supervisor

This request is for one Senior Group Supervisor who would be assigned to the Admissions Desk. This additional staff member is necessary to take charge of the Admissions Desk in the office of the Superintendent of the Juvenile Hall between 5 p.m. and 1 a.m. 5 days a week. This will free the Assistant Superintendent(night) who is currently fulfilling this function, to circulate throughout the entire plant to insure that activities in all the cottages are under control. Further, since the Assistant Superintendent (night) is off 2 nights each week, this Senior Group Supervisor will act as his substitute during those shifts. Under the present system, when the Assistant Superintendent (night) is off duty, there is no one in charge of Juvenile Hall. The person assigned to the Admissions Desk is responsible for screening the admissions of all children booked into Juvenile Hall and he must make decisions relative to denying or approving admissions and dealing with the police, parents and the public regarding children taken into custody. In addition, he must make arrangements for securing substitutes for staff who call in at the last minute to report that they are ill and unable to come to work. When difficulties arise in the cottages, such as group disturbances, individual behavior problems, attempts to escape, etc. it will be his responsibility to assist in quelling them. This involves arranging to remove dangerous youngsters to the Psychopatnic Hospital or city prison, if necessary. Dealing over the telephone or in person with parents whose children are brought into custody during the night hours is also a major duty of the person in charge of the Admissions Desk. The period between 5 p.m. and 1 a.m. is always very busy and this post is critical and essential to the operation of Juvenile Hall.

B - Permanent Wages

Permanent wages of Cooks and Junior Chef listed below are computed in accordance with the provisions of Salary Standardization Ordinance File No. 190-61-1 Ordinance No. 180-61, finally passed July 24, 1961.

Class No.	Employee	Total days	Rate per day	Amount	Total
I-12	Fisher E.	254	$20.53	$5,215.	
	Loy O.	254	20.53	5,215.	
	Taylor R.	254	20.53	5,215.	$15,645.
I-14	Simkins M.	254	22.19		5,636.
			Total Permanent Wages.....		$21,281.

C - Overtime

This increase is necessary due to the expansionof facilities and services provided at the Youth Guidance Center. Overtime is needed to pay employees required in emergencies to work in excess of 8 hours per day becsuse of absences of employees scheduled to assume shifts at the end of an 8 hour period or required to remain on duty because of emergencies. It is often impossible to secure replacements on short notice that must be covered. Employees are therefore frequently required to remain on duty in excess of 8 hours without compensation or time off. This practice is unfair to employees and has been protested vigorously by employee organizations.

Great difficulty has been experienced in securing satisfactory replacements for Group Supervisors who are ill for one or more days. The security of Juvenile Hall is endangered when it is necessary to employ an inexperienced Group Supervisors to temporarily fill a vacant shift. The delinquent children are fully aware of the Supervisor's inexperience and take advantage of the new worker. It also places an undue burden on the permanent Group Supervisor who must work with a new employee as he must instruct and supervise the new worker which takes time that should be devoted to supervising children. The provision of overtime funds requested would result in a safer and more efficient operation of the Juvenile Hall cottages.

Mechanical breakdowns of very essential laundry and kitchen equipment occasionally occur and as these units must be in operation throughout the week, emergency repairs must be made by Operating Engineers after hours or on Saturdays. These employees must be paid at overtime rates for this extra work. The following schedule gives details of overtime requirements as requested.

Class No.	Class	Hours	Salary Rate	Hourly Overtime Rate	Amount
I-2	Kitchen Helper	40	$ 350.	$3.03	$121.
I-170	Washer	80	376.	3.25	260.
I-204	Porter	80	358.	3.10	248.
0168.1	Operating Engineer	80	584.	5.06	405.
7120	Bldgs. & Grounds Maint.Supt.	180	802.	6.94	1249.
P-102	Registered Nurse	40	469.	4.06	162.
T-35	Group Supervisor	820	505.	4.37	3583.
				Total Overtime.....	$6028

FORM 6260

© CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, JUVENILE HALL — Index Number 186 — Sheet Number 5

A - Holiday Pay

The Juvenile Hall must remain in full operation at all times, day and night, including holidays and for this purpose, a normal staff must be employed. This estimate is based on normal operation of this facility for a number of holidays specified in the annual Salary Ordinance at the compensation specified therein. Following is a schedule of the staff required for holiday operation of Juvenile Hall and the compensation required therefor:

Class No.	Title	Monthly Salary	No. Emps.	No.of Holidays	Days** required	Holiday daily rate	Amount required for one year
B408	Genl.Cl.Stenographer	$447.	1	12	12	$30.96	$372.
C107	Wkng.Foreman Janitor	436.	1	12	12	30.19	362.
I2	Kitchen Helper	318.	1	12 3/8	12 3/8	22.02	272.
I154	Laundress	350.	2	12 3/8	24 3/4	24.24	600.
I170	Washer	376.	1	12 3/8	12 3/8	26.04	322.
I204	Porter	341.	4	12 (3@ 12 3/8)	49 1/8	23.61	1160.
0168.1	Operating Engineer	584.	3	12 (3@ 12 3/8)	36 3/4	40.44	1486.
7120	Bldg.& Grounds Maint. Superintendent	802/11 842/1	1	12	12	55.54 58.31	669.
P102	Registered Nurse	469.	3	12(2@ 12 3/8)	36 3/4	32.48	1194.
P104	Head Nurse	556.	1	12	12 3/8	38.50	476.
T35	Group Supervisor	505.	55	12(25@ 12 3/8)	669 3/8	34.97	23,408.
T35	Group Supervisor PT 5/8	315.65	5	12 (3@ 12 3/8)	61 1/8	21.75	1329.
T36	Senior " "	613.	3	12 (2@ 12 3/8)	36 3/4	42.45	1560.

Total Holiday Pay..... $33,210

** Includes 3 hours for Good Friday for employees required to work from 12:00 to 3:00 P.M.

B - Permanent Salaries - Extended Work Week

(a) C107 Working Foreman Janitor

(b) 7120 Building and Grounds Maintenance Superintendent

(a) Working Foreman Janitor: The position of C107 Working Foreman Janitor is the only monthly employment in Juvenile Hall for which a 6 day 48 hour week is currently in effect. It is strongly urged that this request be approved for the following reasons:

(1) The Working Foreman Janitor functions in the triple capacity of Receiving Clerk, Storekeeper and Foreman Janitor for the Probation Office as well as Juvenile Hall.

(2) The Working Foreman Janitor is the sole custodian of the storerooms in which are kept the complete stock of canned goods as well as all dry-goods, clothing and other supplies for Juvenile Hall. He receives and checks all supplies and weighs all meat and other bulk foodstuffs received.

In order that accountability for these supplies may be properly fixed, only one key to the storeroom is issued and is entrusted to the Working Foreman Janitor, making him fully responsible for proper storage and distribution of supplies. If this employee were to be replaced one day each week, this centralized control of stores would be lost and could conceivably result in serious losses far more costly than the small additional salary required for a 6 day week employment.

(3) Bread, milk and other perishable foods are delivered to this facility on Saturday and must be received and properly distributed or stored for safekeeping to prevent losses from spoilage, deterioration or pilferage.

(4) Laundered clothing, towels, linen, etc. must be delivered on Saturdays and soiled articles from the Nursery must be removed for health reasons to prevent contamination and spread of contagious illnesses as proper sanitary facilities for holding such articles beyond one day are not provided.

(5) Emergency requests are frequently received on Saturdays for foodstuffs, clothing or sanitary supplies stored in custody of the Working Foreman Janitor. These needs frequently result from unanticipated and uncontrollable circumstances.

(6) A janitor must be available on Saturday for moving beds, furniture and supplies to cottages in cases of overcrowding or other emergencies.

(7) Janitorial work in the Cafeteria, Library, corridors and other quarters outside the security area is performed with assistance of boy inmates on Saturday. Boys are not available during the week because of school attendance requirement. The present staff of C104 Janitors is unable to perform these additional duties because of numerical inadequacy as they are already working to their full capacity in maintaining other parts of the Youth Guidance Center premises.

(8) Other special janitorial work or moving of furniture in the Administration Building, which cannot be performed during the week because it would disturb the normal departmental operation is also provided by the Working Foreman Janitor on Saturday, with assistance of boy inmates.

Continued on Sheet Number 6:

FORM 2650

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission JUVENILE COURT, JUVENILE HALL

BUDGET EXPLANATIONS

Index Number 186

FISCAL YEAR

Sheet Number 6

A - Permanent Salaries - Extended Work Week

(b) 7120 Building and Grounds Maintenance Superintendent

This increase is to provide for an extension of work week schedule of the Building and Grounds Maintenance Superintendent from a 5 day 40 hour week to a 6 day 48 hour week.

Both Juvenile Hall and Log Cabin Ranch are in operation 24 hours a day, 7 days a week. Heating, hot water and kitchen equipment must be maintained in both facilities. At the Log Cabin Ranch, the water supply, sewage system and milk processing equipment must also be maintained in operating condition to insure the health and welfare of Juvenile Court wards in custody.

The Building and Grounds Maintenance Superintendent is responsible for supervision of maintenance of all the physical properties at the Log Cabin Ranch. Proper inspection of the mechanical equipment will result in preventing breakdowns and through preventive maintenance, will reduce the need for costly major repairs. This service has already resulted in improved operation through elimination of serious breakdowns of equipment vital to the Ranch School operation.

Unsupervised Operating Engineers and maintenance employees are not qualified to exercise independent judgment and make decisions when emergencies necessitating immediate action arise. This often occurs during the 2 days' period when the Building and Grounds Maintenance Superintendent is absent.

The Building and Grounds Maintenance Superintendent also supervises and schedules all maintenance and repair work performed for this department by the Building Repair Bureau of the Department of Public Works, and alterations and repairs performed by private contractors. This supervision insures that the work is properly performed and that full value is received for funds expended by the department.

Additional duties and responsibilities for supervision of maintenance require this employee to spend one day each week at Log Cabin Ranch School. The extension of his work schedule would compensate for the time required in maintenance, supervision and inspection work at Log Cabin Ranch School.

It is also necessary that more time be allowed this employee to study and prepare estimates of departmental needs to be included in the budget requests of both this department and the Bureau of Building Repairs of the Department of Public Works. Additional time is also necessary to intelligently study the department's current needs and to prepare requests as a basis for requisitions for purchase of materials and supplies needed for maintenance of the department's mechanical facilities.

It is essential to the safe, efficient and economical operation of this department's facilities that the Building and Grounds Maintenance Superintendent remain on duty 6 days a week. It is the opinion of this department that economies effected as a result of closer supervision of the operation and maintenance of the physical properties will greatly exceed the additional compensation paid this employee.

The following schedule shows the amount required for extended work week for the above two employments:

Class No.	Title	Hrs.	No. of Positions	Name	Hrs.	Monthly Rate	Computation	Amount	Diff. in Hrs.
C107	Working Foreman Janitor	48	1	Toolis, R.	43	[illegible]	3.77x8x52	1567.	
7120	Bldgs. & Grounds Maint. Superintendent	43	1	Witcosky A.	43	802/10	6.24x8x43	1987.	
						842/2	7.29x8x4	52.	8
								3606.	8

B - Temporary Salaries

This increase is requested to provide replacements required for permanent employees on vacations, sick leaves and other leaves and suspensions, employees who elect not to work on holidays and emergency employments.

The Juvenile Hall was constructed to accomodate 177 boys and girls. Overcrowding has existed in several of the cottages since the new building opened. The average daily population in 1960-61 was 266 children. The overcrowding has been consistent in the older delinquent boys' cottages. The Juvenile Hall population reached a high point on March 6, 1961 of 318 children in custody.

During 1953-54, the Mayor and Board of Supervisors provided funds to employ emergency "on call" Group Supervisors when overcrowding occurred and danger existed. The experiment proved very successful in that escapes were practically eliminated, and no assaults or injuries have occurred for some time. The results more than justified the expenditures. Funds have been requested herein for continuation of this practice as overcrowding is expected to continue, particularly in the boys' cottages.

The following schedule reflects this Department's estimate of replacements required for vacations, sick leaves and other employee absences, and for extra employees for overcrowded cottages.

Continued on Sheet Number 7.

A - Temporary Salaries (continued from Sheet No. 6)

Class No.	Title	No. Emps.	No. Wks.	Rate	Replacement Salary Rate	Amount
Vacation Relief						
B408	Genl.Cl.Stenographer	2	3(6)	N	$367.00	$551.
C107	Wking.Foreman Janitor	1	3	N	358.00	269.
I2	Kitchen Helper	1	3	N	288.00	216.
I154	Laundress	2	3(6)	N	288.00	432.
I170	Washer	1	3	N	310.00	233.
I204	Porter	4	2(8)	N	295.00	590.
I254	Seamstress	1	3	N	302.00	227.
L156	Dentist	1	3	N	884.00	663.
L364	Phys.Specialist	2	3(6)	N	498.50	748.
0168.1	Operating Engineer	2	3(6)	N	481.00	722.
0168.1	" "	3	3(9)	P	511.06	1150.
7120	Bldg. & Grounds Maint. Superintendent	1	3	N	728.00	546.
P102	Registered Nurse	2	3(6)	N	385.00	578.
P102	" "	2	2(4)	P	409.06	409.
P102	" "	2	3(6)	P	409.06	614.
P104	Head Nurse	1	2	N	458.00	229.
T35	Group Supervisor	18	3(54)	N	415.00	5603.
T35	" "	25	3(75)	P	440.94	8268.
T35	" "	8	2(16)	N	415.00	1660.
T35	" "	12	2(24)	P	440.94	2646.
T35	" " P.T. 5/8	7	2(14)	N	259.38	908.
T36	Senior Gr.Supervisor	2	3(6)	N	505.00	758.
T36	" "	1	3	P	536.56	402.

Total Vacation Relief required.....$28,422

Total Vacation Relief required.....$28,422

Class No.	Title	No. Emps.	Total days at 10 annually		Salary Replacement Rate	Rate per day	Amount
Sick Leave Replacements							
C107	Wking Fore.Jan.	1	10		$358.00	$17.90	$ 179.
I2	Kitchen Helper	1	10		288.00	14.40	144.
I154	Laundress	2	20		288.00	14.40	288.
I170	Washer	1	10		310.00	15.50	155.
I204	Porter	4	40		295.00	14.75	590.
I254	Seamstress	1	10		302.00	15.10	151.
0168.1	Operat.Engr.	5	2-N	20	481.00	24.05	481.
0168.1	"		3-P	30	511.06	25.55	767.
7120	Bldg.& Grounds Maint. Supt	1		10	728.00	50.42	504.
P102	Registered Nurse	6	2-N	20	385.00	19.25	385.
	"		4-P	40	409.06	20.45	818.
P104	Head Nurse	1		10	458.00	22.90	229.
T35	Group Supervisor	65	26N	260	415.00	20.75	5395.
	"		39P	390	440.94	22.05	8600.
T35	" P.T.5/8	7	N	70	259.38	13.47	943.
T36	Sr.Group Super.	3	2-N	20	505.00	25.25	505.
T36	" "		1-P	10	536.56	26.83	263.

Total Sick Leave Replacements.....$20,400

Extra "as needed" employments for overcrowded cottages: T35 Group Supervisor: 250 shift @ N20.75..$5,188.
350 " @ P22.05..7,718.

Total extra "as needed" replacements..... $12,906

Temporary employments in lieu of holidays, emergency and other replacements:
T35 Group Supervisors 250 days @ $20.75..... 5,188

Total temporary salary requirements.... $38,913

B - Overtime and Temporary Wages (per diem employees)

Overtime and temporary wages are computed in accordance with Ordinance File No. 190-61, Ordinance No. 95-61. These wages are required to compensate three cooks and one Junior Chef for 7 holidays on which they are required to work, and for which extra compensation is specified in the above ordinance. Also included herein is compensation for replacements of these employees during vacations and sick leaves. Also included is compensation for three temporary positions as explained. (Sheet Number 8, References C and D).

Continued on Sheet Number 8.

FORM 4890

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, JUVENILE HALL — Index Number 186 — Sheet Number 8

A - Overtime and Temporary Wages (per diem employees)

Juvenile Hall

Detailed Overtime and Temporary Wages Schedule (per diem employees)

Class No.	Title	No. Emps.	No. Wks.		Total Days	Rate	Amount	Total
	Vacation Replacements							
I12	Cook	3	7	(1-3 each) (2-2 weeks)	35	$20.53	$719.	
	Sick Leave & Emergency Employments							
I12	Cook	3	-	(10 days each)	30	20.53	616.	
	Holiday Pay							
I12	Cook	3	-	(5 days ea. 1½ time)	15	30.80	462.	
				(2 days ea. double time)	6	41.06	246.	708.
				Total Vacation, Sick Leave and Holidays				$2,043
	Vacation Replacements							
I14	Junior Chef	1	3		15	22.19	333.	
	Sick Leave & Emergency Employment							
I14	Junior Chef	1	-		10	22.19	222.	
	Holidays							
I14	Junior Chef	1			5	33.29	166.	
					2	44.38	89.	
	Overtime (6th day)							
I14	Junior Chef	1			52	33.29	1731.	
				Total Vacation, Sick Leave and Holidays				2,541.
	Wages							
A154	Carpenter	Temporary position			80	31.60 day		$2,528.
A354	Painter	Temporary position			80	3.92 " (31.36 8 hr.day)		2,509.
058	Gardener	Temporary position			80	25.80		2,064.
							Total.....	$11,685.

B - I-14 Junior Chef (Vacation, Holiday Pay, Sick Leave, Overtime)

The Junior Chef has been employed continuously on a 6 day, 48 hour week basis since 1952. It is essential to the efficient operation of Juvenile Hall as well as its kitchen that this position be retained on a 6 day, 48 hour week.

C - [illegible] - A154 Carpenter; A354 Painter

These two employments are needed to maintain and repair furniture, furnishings, fixtures and equipment which cannot be performed by employees of the Department of Public Works. Many of these articles are becoming worn and dilapidated and should be regularly maintained to prolong their usefulness.

D - 058 Gardener

This request is to provide for a temporary gardener for a period of 4 months (87 days) during the springtime when the need for planting and weeding is the greatest. This work is necessary to prevent erosion of the hillsides and terrace banks. The results of erosion in the past have proved very costly to correct. It is also necessary to maintain the planting of shrubs, lawns and flowers to prevent the premises from becoming so unattractive and dilapidated in appearance as to detrimentally affect property values of the local residential area.

E - Travel expense

This amount is requested in order to provide funds for staff members of Juvenile Hall to attend institutes and conferences of the California Probation & Parole Association, and meetings of Juvenile Hall personnel in other counties. San Francisco is the only County which does not provide adequate funds for employees to attend such meetings. Attendance at these meetings is educational and important to the growth and development of the staff, particularly since funds have never been provided to conduct in-service training programs.

Routine travel (as above)	$110.
Official travel	
By: Superintendent of Juvenile Hall and Assistant Superintendent of Juvenile Hall.	
Purpose: to attend conference of California Probation & Parole Association	
Membership therein authorized by Ordinance No. 4942 and 553-58.	
Date of meeting: Spring, 1963 (est.)	
Place of meeting: Northern California	
Amount requested	340.
Total	450.

F - Maintenance and Repairs of Other Equipment

This increase is required to provide for maintenance, servicing and repairs of mechanical equipment requiring specially trained mechanics. This service cannot be provided by operating engineers of the Department of Public Works. This equipment includes the following:

1. Repairs to refrigeration equipment	$600.
2. Repairs to television and radio sets	300.
3. Repairs and service to Sound Security System	550.
4. Hayes Combustion Board Service	300.
5. Repairs to sewing machines	100.
6. Repairs to motion picture projector	250.
7. Other equipment (includes dental equipment, electric meat saw, slicer, meat chopper, food mixers, oven and other kitchen equipment	350.
8. Air filter cleaning service	300.
9. Repairs to laundry machines	300.
10. Repairs to venetian blinds	750.
Total	$3800.

The maintenance of this equipment in good operating condition is essential to the operation of this department. This equipment now has been in service and in constant use since occupation of these premises, and the cost of its maintenance will continue to increase each year. A Sound Security System has been installed and in order to be effective, this system must be serviced regularly and maintained in proper operating order.

A - Re-brick boiler firebox

This request is for re-bricking the firebox of one of this facility's boilers which provide heat and hot water for this entire operation. The boilers in this facility have been in operation in excess of 11 years and as a result of constant 24 hour operation each day, considerable deterioration has set in, particularly in the fireboxes. Cracks and some buckling have developed in the brick linings and in order to prevent complete breakdown of this vital equipment, a definite program of rehabilitation should be undertaken. It is proposed that the fireboxes in the three boilers should be replaced, one each 2 years. If re-bricking is not undertaken on a piecemeal basis, there is danger of complete collapse of the firebox linings with the result that one or more of the boilers would be out of service when the need for this equipment is the greatest.

B - Light, Heat and Power

This amount is the estimate provided by the Bureau of Light, Heat and Power of the Public Utilities Commission. The increase is based on actual consumption.

C - Scavenger Service

This increase is necessary because of increases in the cost of scavenger service. This service has increased in cost and is expected to again increase in the fiscal year 1962-63. Additional service will also be required as a result of the addition of another boys' cottage which was completed January 1, 1962 and is now in operation.

D - Window Washing Services

This request is to provide funds for quarterly washing of windows in Juvenile Hall Chapel, Craft Shop and the dependent children's cottages. Regular washing is necessary to prevent deterioration of window glass.

E - Pest Control

This increase is requested to provide control of ants, flies, lice, mice and rats in addition to roaches, silverfish and other insect pests at this facility. These pests increase rapidly and unless controlled, will soon present a very serious health problem. An increase in cost for 1962-63 is anticipated.

F - Miscellaneous Contractual Services: Haircutting services for children.

The funds budgeted for the fiscal year 1961-62 allow for only 26 haircuts per month at the average rate of $1.90 each. The average daily population of Juvenile Hall boys is in excess of 130. The minimum need for boys who remain in custody for lengthy periods is 65 hair cuts per month. Hair cuts have been increased from a special rate of $1.00 to $1.75 for small boys and $2.00 for large boys.

G - Replacements parts for machinery and equipment

This increase is necessary to provide replacement of worn or damaged parts of mechanical equipment which has been in operation since this facility was occupied in 1950. This equipment is essential to the department's operation and unless properly maintained, it will deteriorate rapidly, necessitating major replacements of equipment which will be extremely costly. The major portion of such parts is replaceable by the staff of Operating Engineers.

Equipment requiring replacements parts generally consist of the following:

3 - high pressure steam boilers
2 - steamdriven boiler feed pumps
14 - hot water circulating pumps
11 - radiant heat pumps
8 - condensate pumps
3 - sump pumps
4 - vacuum return pumps
Johnson Service Equipment (temperature control)
air compressors
refrigerator compressors
laundry equipment (including washer, extractor, tumbler dryer, mangle, two presses, etc.)

Replacement parts required generally consist of the following:

Article	Cost
1. New piston rods, bronze cylinder liners, cup leathers and fibre valves for two steam driven boiler feed pumps	$300.
2. Parts for steam pump governor valves	250.
3. 32 air filters for ventilating system (replacement)	200.
4. Replacement parts for 3 Wicks Boilers to include flame rods, mercoid switches, solenoid valves, electronic tubes, photo tubes, recording instrument parts	300.
5. Rods, bearings, wearing rings and couplings for 8 condensate pumps, 14 hot water circulating pumps, 3 sump pumps, 4 vacuum pumps	350.
6. Parts for Johnson Service and Minneapolis Honeywell Controls	200.
7. Parts to repair and maintain two Redco mixing machines, potato peeler, meat slicer, 5 ovens, meat grinder and meat saw	300.
8. Air compressor parts	200.
9. Padding for laundry ironer and presses, parts for laundry machinery	400.
10. Parts for chrome plated chairs damaged and in need of repair	400.
11. Replacement parts and V belts for refrigerators, blower and exhaust fans, induced draft fans and air compressors	150.
Total cost	$3050.

H - Metals and castings

This increase is to provide for purchase of supplies needed by the staff of Operating Engineers in making emergency repairs to mechanical equipment. Supplies required consist of the following: angle iron, sheet metal, flat iron, round, cold rolled, expanded metal, solder, brazing and welding rods, security screening, etc.

A - Small Tools

This increase is needed for purchase of adequate tools required by the staff of Operating Engineers for making emergency repairs, adjustments and in maintaining mechanical and electrical equipment. An adequate supply of essential tools has never been provided and without such tools, repairs and maintenance work cannot be properly performed. Small tools of this type are constantly wearing out or becoming broken or damaged through use, and their replacement is essential for proper maintenance of the plant equipment. The deferment of necessary maintenance and minor emergency repairs because of lack of tools will result in excessive deterioration extremely costly to remedy in the future.

Tools required consist of the following: gear pullers, chain tongs and pipe wrenches, drills and taps, chisels, punches, grinding wheels, complete sets of socket wrenches and box wrenches, valve and faucet reseating tools, bolt cutters and hole punches, concrete drills, C clamps and large clamps.

B - Shop and engine room supplies

This increase is necessary to provide for purchase of supplies essential to maintenance and operation of steam boilers and other mechanical equipment. These supplies include the following: mechanical packing, gauge glasses for boilers, deaerator, condensate and vacuum tanks, asbestos and rubber sheet packing for boiler blow-down tank, surge tank, manhole gaskets, flow and CO_2 meter charts, Carnegie fire brick and fire clay, and solutions, cardisorber and gasket for CO_2 recorder, white wiping rags, sandpaper, emery and crocus cloth, oil cans, diaphragm rubber, pulverized asbestos and asbestos pipe covering, chemicals to treat boiler water, steam return lines, hot water heating system and test equipment.

C - Building Material

This request is for the purpose of providing sand for children's sandboxes in the playyard.

D - Lumber and tanbark.

This request is for the purpose of providing tanbark in the children's play area and for garden stakes for the planted areas. This request also includes lumber needed by the part-time carpenter for emergency repairs.

E - Builders' and Miscellaneous Hardware

This increase is necessary to provide for purchase of an adequate supply of bolts, nuts, screws, cotter pins, hinges, hasps, padlocks, cylinders and parts for door locks and other articles required for emergency and minor repairs and maintenance of this facility's mechanical equipment and premises. These articles are needed for preventive maintenance and repairs.

F - Pipe, plumbing and steamfitting supplies

This increase is necessary to provide fittings and parts needed for emergency maintenance and repairs to plumbing facilities, steam and hot water supply lines. These facilities become worn and damaged through use and must be maintained for safety as well as efficient operation. Included in this item are galvanized, black and brass pipe, galvanized black and cast iron and brass pipe fittings, streamline fittings, copper tubing and compression fittings; parts for Powers thermostatic water controllers; parts for Powers mixing valves, shower valves, parts for Leonard mixing valves, sink stoppers and chains, faucet washers, faucet handles, replacements for broken spout faucets, rubber seats, washers, vacuum breakers and replacement of worn out parts of shut-off valves, parts for Monash, Webster and Armstrong steam traps.

G - Electrical supplies

This increase is needed to provide for purchase of electrical supplies and parts necessary to the maintenance and operation of this facility. These supplies include single, double and 4-pole switches, microswitches, magnetic start parts, convenience outlets, shutter type convenience outlets, switch plates, germicidial lamps, pilot lamps, indicating lamps, 10" x 12" glass covers for light fixtures, parts for light fixtures, copper wire, friction and rubber tape; incandescent lamps for boiler room and tunnels, cottages and offices throughout the premises; flashlight batteries, lamps and switches and wire for hot plate repairs; replacement of 4 hot plates that are beyond repair; mercoid switches, parts for broken lights in rooms; motion picture projector lamps, tubes for the Sound Security System. Germicidal lamps are necessary to aid in the control of contagious diseases in the Children's Cottages.

H - Paint and Painters' supplies

This increase is necessary for purchase of paints, lead, oils and brushes and other supplies necessary for painting boilers and other mechanical equipment to prevent deterioration due to corrosion and action of all elements, water and chemicals used in steam boilers. This request also includes paint needed by the part-time painter for use in connection with emergency repair and maintenance work.

I - Fuel and Lubricants

The steam boilers at the Youth Guidance Center are designed for use of either natural gas or oil as fuel. Natural gas is normally used on an interruptible basis; this service being subject to discontinuance in event of a shortage in the natural gas supply. It is therefore necessary that funds be provided for approximately 30 days operation on fuel oil. In addition to fuel oil, lubricating oil and grease are necessary for compressors, fans and blowers. Other lubricants required include kerosene, cleaning solvent, ball bearing and water pump grease, grease for plug valves, gear oil, oil for fuel oil treatment, oil for air maze filters, penetrating and cutting oils; Freon gas for refrigerators, oxygen and acetylene gas for welding, etc.

J - Household and Institutional Supplies

This increase is based on actual use of these supplies with a small allowance for anticipated increases in costs and expansion of the detention units. These supplies include dishes, tableware, cooking utensils and kitchen supplies which have never been provided in adequate quantities because funds have not available for needed purchases. An additional boys' cottage was placed in operation after January 1, 1962. This will require that dishes, dining and kitchen utensils be provided.

A - Janitorial and Laundry Supplies

This increase is based on actual use of supplies with allowence being made for increases in cost and expansion of the detention units. This department operates a laundry which provides complete laundry service for Juvenile Hall. In addition to supplies required for the laundry operation, funds are needed for disinfectants, soaps and chemicals required to maintain premises, including kitchen, showers, medical and dental clinics, in a clean, healthful and sanitary condition. This is essential in order to prevent future epidemics of serious proportions from occurring such as has been experienced in the past. An additional cottage for delinquent boys was placed in service January 1, 1962. This will require that additional janitorial, sanitary and laundry supplies be provided.

B - Drygoods and wearing apparel

This increase is needed to purchase the minimum quantity of drygoods and children's clothing required for operation of Juvenile Hall and for providing an acceptable standard of cleanliness and sanitation in this facility. Based on the average population of children for the fiscal year 1962-63, the amount of this budget request of $22,000. will provide only $81.48 per child for the entire year or $6.79 per month. Based on the actual average population of 266 children for the last completo fiscal year 1960-61, the amount of $15,350. allowed in the budget for the fiscal year 1961-62 - only $57.71 per year of $4.81 per month per child - is provided for purchase of clothing and other drygoods essential to Juvenile Hall operation. The annual amount of $57.71 or $4.81 per month is not sufficient to provide for the minimum standards with the result that children, particularly in the boys' cottages, are clad in ragged garments which normally would be discarded. The greatly increased average population and turnover rate in recent years requires a far greater quantity of towels, sheets, bedding, clothing and other such materials than it has been possible to purchase with funds provided in prior years.

The materials are generally of inferior quality and with the numerous launderings required because of high turnover of population, the useful life of these articles is extremely brief. Clothing prices have advanced continuously and are anticipated to increase further in the ensuing 18 months. Many of these children have had little or no training in the care of clothing; others have destructive tendencies so that clothing soon wears out or is damaged beyond use.

In addition to clothing which must be provided for children in custody of Juvenile Hall, it is mandatory that under the provisions of Charter Section 151.3, uniforms, aprons and other linens used by the Junior Chef and cooks be provided by the department in accordance with Union contract requirements.

This request includes laundry items, such as grass covers, mangle covers, laundry bags and other drygoods items in the department's laundry.

C - American and California State flags

This request is to provide funds for purchase of American and California State flags, in order to comply with the State law which provides that all public agencies shall display both an American and California Bear flag. It is estimated that the sum of $150. a year is required to purchase such flags.

D - Drugs and Medicines; Hospital and Laboratory Supplies

Increases in these items are necessary to provide for purchases of medical supplies essential to the protection of the health of wards of the Juvenile Court in custody of Juvenile Hall. The amount requested is based on records of actual use of these supplies with an allowance for anticipated increases in cost.

E - Stationery and Office Supplies

This increase is based on usage of office stationery such as admission and release forms, requisitions for supplies, laundry lists, records of children in detention, and other essential office supplies. Allowance has been made for anticipated price increases in the ensuing fiscal year.

F - Horticultural Supplies

This increase is for the purpose of providing supplies necessary to maintain the lawns, shrubbery and other plantings for the Youth Guidance Center premises. In order to maintain the well kept, attractive appearance of these premises, fertilizers, sprays and other garden supplies are needed.

G - Recreational Supplies

Funds have not been provided in the past for supplies needed for an adequate physical education program or for recreation supplies necessary for rehabilitation work with children in custody of Juvenile Hall. Recreation is considered one of the most important phases of Juvenile Hall operation. Turnover of table games is extremely high due to wear and tear from use as well as the destructive tendencies of some of the disturbed children. With practically no recreational supplies now being provided, children cannot be kept gainfully occupied. Supplies required include the following: rubber basketballs and footballs; assorted table games, checker and chess sets; playing cards, table tennis sets and balls, and other recreational and physical education supplies

H- Foodstuffs

This request for foodstuffs is based on actual use of foodstuffs during the fiscal year 1960-61.

Estimated requirements are based on a food cost of $.37 per meal for an average population of 270 children in custody and a kitchen staff of 9 employees, entitled to meals without charge. The average meal cost for food during the fiscal year 1960-61 was $ .355 and it is anticipated that the cost of food for 1962-63 will increase approximately 4%.

Meals Served and Food Cost

Fiscal Year 1960-61	
Meals served monthly (average)	23,988
Total meals served 1960-61	287,854
Cost per meal for foodstuffs	.355
First Six Months 1961-62	
Meals served monthly (Average)	22,248
Total meals served 7/1/61 to 12/31/61	133,488
Cost per meal for foodstuffs	.365
Estimate Fiscal Year 1962-63	
Meals served monthly (est.)	25,554
Total meals to be served 1962-63 (est.)	206,650
Cost per meal for foodstuffs	.37

FORM 660

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission JUVENILE COURT, JUVENILE HALL

BUDGET EXPLANATIONS

Index Number 186

FISCAL YEAR 12

A - Rotary baking oven REP

A new baking oven is needed to replace the oven in the main kitchen of this institution. This oven has now been in service for more than 11 years and as a result of constant use and action of heat from gas burners, it can no longer be used satisfactorily for baking or roasting food needed for the Juvenile Hall inmates.

The populationof Juvenile Hall has increased morethan 150% since the above oven was installed and it is therefore urgently necessary that an oven of adequate size and operating efficiency be provided. The oven now being used was of inferior quality having been fabricated during the World War II period. The oven being replaced will have scrap value only.

B - Five 2-door electric refrigerators REP

It is necessary that five electric refrigerators in five cottages be replaced. These refrigerators have been inservice since this facility was first occupied more than 11 years ago. These refrigerators are worn and require constant service and repairs. Because this equipment is now obsolete, it is impossible to obtain parts locally and difficult to obtain even from Eastern localities. This results in long waits without refrigeration whenever replacements of parts are required. Under these conditions, spoilage of food with increased cost of operation results. The refrigerators being replaced have a nominal salvage value ofapproximately $25.00 each.

C - Two 24-drawer small parts cabinets

These small parts cabinets are needed to safely and conveniently store the many small parts and supply articles used in maintaining and repairing the mechanical facilities of this department.

D - One key duplicating machine

This machine is needed to provide the many duplicate keys which must be made as replacements for worn, broken or lost keys. The cost of this machine can soon be recovered not only in the cost of keys, but the time required to order and pick up duplicate keys. From 36 to 50 keys a month are needed. The cost of these keys is approximately $50. in addition to time consumed by engineers in ordering and picking up the keys.

E - One metal lathe

One metal lathe is needed by the staff of Operating Engineers for maintaining and repairing the mechanical facilities of the Youth Guidance Center and Log Cabin Ranch. The premises of the Youth Guidance Center have been in operation in excess of 11 years and as this equipment deteriorates due to age and use, increasingly frequent repairs and replacements will be necessary to keep it in operation. This equipment will greatly facilitate the work of the Operating Engineers in this type of maintenance.

F - Four oil dispensing tanks, 65gallons.

These oil tanks are necessary for storing and dispensing lubricating oil, cleaning solvent, paint thinner and other oils used in the operation of the steam boilers and for other maintenance work. These fluids are now being stored in vendors' barrels and drums, resulting in serious fire hazard and waste due to spilling and dripping. Immediate replacement of the present containers has been strongly recommended by the Fire Department.

G - Roll lift chain hoist

This equipment is necessary for the proper maintenance of plant mechanical facilities. It is to be used in lifting heavy motors and other machinery and equipment in confined places in boiler room and tunnels.

H - Portable electric saw

A portable electric saw is needed by the staff of Operating Engineers in making emergency repairs to plant facilities of the Youth Guidance Center.

I - One floor scrubbing and polishing machine

This machine is needed to scrub and polish floors in the Juvenile Hall cottages. No janitorial service is provided in these units and this equipment would greatly facilitate maintaining cleanliness and sanitation in the cottages.

J - One automatic coffee maker

At present there is no such equipment installed at this facility and as a result, all children have been denied the use of coffee. It has been determined that serving coffee to the older children who have been accustomed to it here would be decidedly beneficial. For this reason this request for funds to purchase such equipment is being submitted.

K - Six dishwashing machines installed; 4 to cost $11,000, including installation cost of $2750; 2 to cost $2400 including installation cost of $900.

Four machines for the following boys' cottages must be four type with racks and booster heaters. Domestic dishwashing machines are needed for the two following girls' cottages. The use of these machines will aid in preventing the spread of communicable diseases as they will provide for washing and sterilizing dishes through use of water heated to a very high temperature. The present practice is to wash dishes manually and this permits the use of only very low temperature water.

L - Twelve garbage disposal units installed

It is necessary that garbage disposal units be installed in the Juvenile Hall kitchen and cottages because of the increasing difficulty being experienced by the Purchasing in disposing of swill to swill collectors. With the rapid urbanization of the entire Bay Area, hog farms are rapidly being forced out of existence in this general area, and it is therefore urgently necessary that some interprovision be made for disposal of swill. The installation of garbage disposal units appears to be the only practical solution to this very urgent problem. Cost is estimated at $685. for each unit or a total of $8200.

Plus installation est. at $600. ea. $7200

M - Rotary gas toaster installed

A Hobart rotary gas toaster with a capacity of 720 slices of toast per hour is needed to prepare toast for the average daily population of 270 children. Toast is now prepared in gas ovens. This is time-consuming and impractical because the ovens are required for other purposes.

A - Vertical lift food conveyor

The special lunch room used regularly by the Judge of the Juvenile Court, the Chief Probation Officer and Superintendent of Juvenile Hall for special lunch meetings is located on a mezzanine floor, very awkward to approach with prepared food and serving and dining equipment from the main kitchen. Each meeting requires a major time-consuming effort on the part of the kitchen staff which can be eliminated by purchase of this equipment. These meetings are held during the noon hour for the reason that this is the best time of day to gather people together without interfering with their daily tasks.

This equipment will effect a great saving in time and effort which can more profitably be spent in the kitchen for other essential functions.

B and C - One 12V 300 Amp. Hr. Battery)
One Battery Charger) for electric food conveyor

This auxiliary equipment is needed for the proper operation of the electric food conveyor approved in the budget for 1960-61. This supplementary equipment could not be purchased within the amount budgeted at that time. At the present time, the conveyor is being operated with makeshift equipment which is unsatisfactory and uneconomical.

D - One laundry washer installed

One 42" x 84" American Cascade washer complete with motor, reversing switches and accessories with a capacity of 265 lbs. of dry wash per hour (installed). This equipment is necessary to launder the enormous volume of soiled clothing from Juvenile Hall cottages and the Log Cabin Ranch School. This load has been constantly increasing with increased population and frequent epidemics of illness so that it is becoming impossible to provide the clean clothing needed for the proper operation of these facilities with the equipment now in use. Cost of installation is estimated at $1500.

E - One laundry extractor installed

One 30" solid curb American Extractor complete with motor, brake and safety switch installed. This equipment is necessary to launder the enormous volume of soiled clothing from the Juvenile Hall cottages and Log Cabin Ranch. Thisload has been constantly increasing with increased population and frequent epidemics of illnesses, so that it is becoming impossible to provide the clean clothing needed for the proper operation of these facilities with the equipment now in use. Cost of this equipment is estimated at $4850. and the cost of installation is estimated at $400, or a total of $5250.

F - One laundry flatwork ironer installed.

One 12" 2 roll chest type, return apron, flatwork ironer is necessary because of the great volume of soiled clothing received from Juvenile Hall cottages and Log Cabin Ranch School. This load has been constantly increasing with increased population and frequent epidemics of illnesses. The capacity of Log Cabin Ranch was increased from 51 boys to84 boys during April, 1958. With such loads, it is now becoming impossible to provide the clean clothing needed for the proper operation of these facilities with the equipment now in use. The cost of this equipment is estimated at $10,000, and installation of $500. or a total of $10,500.

G - Three automatic washers, domestic type; three clothes dryers, domestic type

One domestic type automatic washer and one clothes dryer is needed for each cottage group, i.e. delinquent boys' cottage #1,2,3 and 4; delinquent girls' cottages G1 and G2 and for the dependent children's cottages C1,2,3. This equipment would be used for the smaller clothing items such as T shirts, shorts, hose, as well as girls' personal clothing. These garments wouldbe washed and dried and stored in their respective cottages. This would substantially relieve the overloaded condition of the central laundry which would then concentrate on heavyitems such as sheets, pillow cases, outer garments.

H - Equipment: One stainless steel tub truck

This tub truck is needed in the laundry for the transferring of wet clothing and other items from the washer to the extractor. Because of thelarge volume of laundry resulting from the overcrowded cottages, the washer often turns out more wash then the extractor canhandle and it must be held until the extractor becomes available or the washer must be stopped, wasting a great amount of time. Three of this type of tub truck are now in use out they are not adequate for the requirements of the laundry. The addition of the new tub truck will greatly aid in speeding up the laundry operation.

I - One incinerator installed

This incinerator is needed for burning documents and reports of a confidential nature which cannot be disposed of in any other way. In addition, bandages and dressings from medical and dental clinics would also be destroyed by fire, thereby preventing spreading of infection orother diseases. The Fire Department has objected to thelarge quantity of paper cartons and boxes, etc, that accumulates daily causing a fire hazard. This would be eliminated with installation of an incinerator.

J - Four emergency lighting units

These lighting units are needed in the boiler room and in the tunnels where dangerous changes in floor levels are located. When the electric power fails unexpectedly, it is important that these areas be lighted so that essential duties may be carried on by the staff of operating engineers.

K - One wheelbarrow

A wheelbarrow is needed by the gardener for carrying hose garden tools, fertilizer and trimmings from shrubs and plants as well as any litter found on the premises. These articles of equipment will assist in expediting the gardener's work and save much of his time for essential duties.

L - Three fire extinguishers, hand models

One 15 lb. CO_2 fire extinguisher and two pressurized water extinguishers are needed for the new delinquent boys' cottage placed in operation January 1, 1962. These extinguishers are needed to comply with Fire Department's regulations.

Form 4250

C CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

Department, Board or Commission JUVENILE COURT, JUVENILE HALL

Index Number 186

Sheet Number 14

A - One high speed air driven dental machine

This auxiliary equipment is needed because of the great increase in the amount of dental treatment required due to a constantly increasing population in Juvenile Hall. Expediting required treatment will also result in earlier placement of children in foster homes and institutions. Private agencies and institutions require that dental requirements of children be cared for prior to placement. This equipment will also provide a less painful method of providing the necessary treatments.

B - Television set

A television set is needed in the new delinquent boys cottage which it is estimated will be constructed prior to January 1, 1962. A television set is used both for recreation and educational purposes.

C -

Equipment
Preferred Order of Priority

Prior order	Sheet No.	Line No.	Description		
1	8	2	12 volt 300 amp.hr. food conveyor battery	NEW	$350.
2	8	3	Battery charger for food conveyor	"	550.
3	8	13	3 fire extinguishers - hand	"	150.
4	8	11	4 emergency lighting units	"	320.
5	7	14	5 2-door electric refrigerators	REP	4500.
6	7	25	Rotary gas toaster (installed)	NEW	600.
7	8	14	1 high speed air drive dental machine	"	575.
8	8	12	Wheelbarrow	"	50.
9	7	21	Floor scrubbing & polishing machine	"	450.
10	8	9	Stainless steel truck tub	"	300.
11	8	10	Incinerator (installed)	"	6000.
12	7	8	4 oil dispensing tanks	"	800.
13	7	24	12 garbage disposal units (installed)	"	15400.
14	7	23	6 dishwashing machines (installed)	"	13400.
15	8	7	3 automatic washers, domestic type	"	1000.
16	8	8	3 clothes dryers, domestic type	"	975.
17	7	13	1 rotary type baking oven	REP	2350.
18	7	15	2 small parts cabinets-24 drawer	NEW	190.
19	7	16	Key duplicating machine	"	275.
20	7	17	Metal lathe	"	2200.
21	7	19	Pull lift chain hoist	"	150.
22	7	20	Portable electric saw	"	150.
23	8	4	Laundry washer (installed)	"	10500.
24	8	5	Laundry extractor (installed)	"	5250.
25	8	6	Laundry flatwork ironer (installed)	"	10500.
26	7	22	Automatic coffee maker	"	450.
27	8	15	Television set	"	250.
28	8	1	Vertical lift food conveyor	"	1800.

Total..... $79,280.

A - Permanent Salaries - one T35 Group Supervisor.

This additional T35 Group Supervisor is requested for the purpose of complying with the minimum camp standards established by the California Youth Authority. It is necessary that these standards be maintained so that the Log Cabin Ranch School will qualify for the State subsidy of $95.00 per month for each boy committed to this facility. This department received a letter from the California Youth Authority dated August 2, 1955 in which suspension of the subsidy was strongly intimated unless the State standards relative to personnel at the Log Cabin Ranch were met and maintained.

Those minimum standards relating to numerical ratio of counsellors to inmates have not been met and maintained since May, 1958 when the population was increased to an average of 83 boys.

The minimum standards of the California Youth Authority require one counsellor for nine boys plus appropriate reliefs as specified in their "Guide for Juvenile Camps, Ranches or Homes".

Understaffing at Log Cabin Ranch was again noted in the Youth Authority annual inspection report dated June 23, 1959. An excerpt from this report is as follows:

"The capacity of the Ranch has been increased from 50 to 86 since the last report. With the addition of 36 boys, only two Group Supervisors positions have been added to the staff. Two more staff positions are needed to maintain the one to nine ratio necessary to meet the minimum staffing standards for maintenance and operation subsidy. These positions should be established as soon as possible". (Since this date, one T35 Group Supervisor has been added to the staff, effective July 1, 1961, requiring only one more to meet State standards.)

The Youth Authority consultant has informally given this department advance notice that he will again insist in his report for 1960 that the staff be increased by one Counsellor.

B - Permanent Wages

Permanent wages of Cooks listed below are computed in accordance with the provisions of Salary Standardization Ordinance File No.190-61-1 Ordinance No. 180-61 finally passed July 24, 1961.

Class No.	Employee	Total Days	Rate per day	Amount	Total
I-12	Smith D.	254	$20.53	$5,215.	
I-12	Lulis S.	254	20.53	5,215.	
					Total permanent wages.....$10,430.

C - Overtime

The employees at the Log Cabin Ranch School are entitled to overtime in the following situations:

1. Staff meetings. The counsellors meet twice a month from 2 p.m. to 4:30 p.m. One of these men is scheduled to come on duty at 3 p.m., another goes off duty at 3 p.m.
2. Disturbances: Between 10 p.m. and 6:45 a.m. only one man is on duty. When he has a disturbance, he phones one of the off-duty men who live on the Ranch for assistance.
3. Social events. Sometimes an entertainment (Breakfast Club at Christmas, Halloween party, Marine Sergeant Mays' movies, etc.) postpones bedtime, making it necessary for a man to stay beyond 10 p.m.
4. Sick leave. Two men come on duty at 6:45 a.m. and the night man goes off at 7 a.m. When one of these two men reports being sick, it is the practice to ask the night man to stay until 8 a.m. at which time the boys have breakfast. Sick leave replacment may then be found.

In addition to the above, there are certain rare isolated instances when an hour or two of overtime may be required to handle a laundry snarl-up; to finish a job; to take a sick or injured boy to the hospital, etc.

The following schedule shows details of overtime required as requested:

Class No.	Class Title	Hours	Salary Rate	Hourly Rate	Overtime Amount
7203	Bldg. & Grounds Maintenance Supervisor	45	$556.	$4.81	$216.
T26	Ranch School Maintenance Man	45	505.	4.37	197.
T35	Group Supervisor	135	505.	4.37	590.
					Total overtime.....$1003.

D - Holiday Pay

The Log Cabin Ranch School must remain in full operation at all times, day and night, including holidays and for this purpose, a normal staff must be employed in order to comply with the requirements of the California Youth Authority. This estimate is based on normal operation of this facility with a minimum staff for the number of holidays specified in the annual Salary Ordinance at the compensation prescribed therein. Following is a schedule of the staff required for the holiday operation of the Log Cabin Ranch School and the compensation required therefor:

Schedule of Holiday Pay Requested

Class No.	Title	Monthly Salary	No. Emps.	No. Hols. req.	Days	Hol. daily rate	Amount required for 1 yr.
7203	Bldg. & Grounds Maint. Supervisor	$530.	1	8 N	8	36.70	
		556.		4 3/8N	4 3/8	38.50	$462.
T20	Director, Boys' Ranch	802	1	12 N	12	55.54	666.
T22	Ass't. " "	693.	1	12 N	12	47.99	576.
T22	" " "	693.	1	12 3/8N	12 3/8	47.99	594.
T24	Agricultural Instructor	584.	1	12 3/8N	12 3/8	(40.44)	
					S/S	(3.38)	
						43.82	526.
T26	Ranch Sch. Maintenance Man	505	1	12 3/8N	12 3/8	34.97	433.
T35	Group Supervisor	505	3	12 3/8N	37 1/8	34.97	1298.
T35	" "	458	1	9	9	31.72	
		481		3 3/8	3 3/8	33.31	535.
T35	" "	436	1	1 N	1	30.19	
		458		11	11	31.72	379.
T35	" "	436		3 N	3	30.19	
		458		9	9	31.72	376.
T35	" "	415	2	8 N	8	28.74	
		436		4	4	30.19	361.
T56	Probation Officer	660	1	12 3/8 N	12 3/8	45.71	566.
						Total Holiday Pay.....	$5035.

FORM 6750

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, LOG CABIN RANCH SCHOOL — Index Number 187 — Sheet Number 2

A - Extended Work Week.

This request is to provide funds for the continuation of the sixth day work week which has been in effect at this facility for many years. It is the considered judgment of this department that the six day work week best serves the needs of this facility for the following reasons:

The entire staff at the Ranch are opposed to a 5 day week. They feel that the additional compensation which they receive for the 6th day is the chief and sometimes the only inducement for accepting employment in this isolated area. Housing at the Log Cabin Ranch is completely inadequate. No housing at all is available for additional staff and is, in fact, very inadequate for the present staff. Housing at LaHonda is poor in quality, dismal in the winter and extremely expensive in the summer. Those who now commute to Palo Alto, San Carlos, Sunnyvale and Los Altos find commuting tedious and expensive, but partly compensated by the additional salary obtained through the 6th day.

A 5 day week would disrupt the continuity in the Ranch program. There would be many instances of one staff member being relieved for 2 days by another. The relieving employee would have a tendency to merely "put in time" until the return of the regular staff member. The effect upon the boys would be unfortunate since they are prone, even under the present schedule, to pit one staff member against an absent one. Emotional placidity and security is vital in a camp situation and a constantly rotating staff would have its effect upon the boys. It is common knowledge that a good working rapport is easier to establish with those whom we see the most. Constancy and consistency are primary factors toward our good relations with the boys. The group supervisor classification has had a very high turnover. Most eligibles on the Civil Service lists are not interested in working in LaHonda even with the present advantage of a 6 day week. It seems extremely unlikely that a 5 day week would attract anyone.

The services of the Agricultural Instructor would be lost for one additional day. Other staff members are not qualified to replace this employee; however, it is necessary that livestock on the Ranch be properly cared for and that boys engaged in this work be adequately supervised at all times. Reduction of the work schedule of this employee would adversely affect the agricultural program of this facility, as well as jeopardize the health of wards at the Log Cabin Ranch.

Reduding the hours of the professional classifications, without any professional experienced and competent relief, would severely cripple the casework counselling and rehabilitation programs enabling us to provide little more than mere custody. Also, the incentive to work toward the goals and ideals we have set would be impaired by a salary reduction.

Schedule of Allowance for Extended Work Week

Class No.	Title	1961-62 No. Pos.	1961-62 Hrs.	1962-63 No. Pos.	Name	Hrs.	Rate	DIFF. Amt.	DIFF. In hrs
7203	Bldg.& Grs.Maint. Supervisor	1	48	1	Temp. Empl.	48	530/6 4.59x8x26 556/6 4.81x8x26	$1955.	
T20	Director,Boys' Ranch	1	48	1	E.Chay	48	802/12 6.94x8x52	2877.	
T22	Asst. " "	2	48	2	N.Baloski	48	693/12 6.00x8x52	2496.	
	" " "				J.Walsh	48	693/12 6.00x8x52	2496.	
T24	Agricultural Ins.	1	48	1	H.Coggins	(48 (3/3	584/12 5.06x8x52 1.69 hr.3.38x52	2105. 176.	
T26	Maint.Man	1	48	1	O.Rouquier	48	505/12 4.37x8x52	1818.	
T35	Group Supervisor	6	48	7	Temp. emps.	48	415/6 3.59x8x26 436/6 3.77x8x26	1551.	
	" "				L.Jordan	48	505/12 4.37x8x52a	1855.	
	" "				F.Kinirogan	48	505/12 4.37x8x52	1818.	
	" "				L.Perez	48	505/12 4.37x8x52	1818.	
					R.Sanviora	48	436/1 3.77x8x4 458/11 3.96x8x40	1641.	
					J.Souza	48	436/4 3.77x8x16 458/8 3.96x8x36	1625.	
					R.Tribble	48	433/7 3.74x8x28 481/5 4.16x8x24	1686.	
T56	Probation Officer	1	48		O.Elliott	48	660/12 5.71x8x52a	2421.	
T35	Group Supervisor			1	New Pos.	48	415/6 3.59x8x26 436/6 3.77x8x26	1551.	8

Total salaries - extended work week..... $29,855. 8

a Employees whose 6th day occurs on Saturdays

FORM 4860

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, LOG CABIN RANCH SCHOOL

Index Number 187 Sheet Number 3

A - Temporary Salaries

This increase is required to provide compensation for necessary replacements for permanent employees on vacation, sick leaves, holiday leaves, days off in lieu of holidays falling on days off, and other leaves and suspensions. It is necessary that adequate replacements of permanent employees be provided in order to comply with the minimum camp standards established by the California Youth Authority. The following schedule indicates the staff members who should be replaced when on leaves and the funds required for this purpose.

Schedule of Temporary Salaries Requested

Class No.	Title	No. Emps.	No. Wks.		Salary replace.rate	Amount required for 1 year
Vacation Relief						
7203	Bldg.& Grounds Maint.Supvr.	1	2	N	$ 530.00	$ 265.00
T22	Ass't.Director, Boys School	1	3	P	440.94 (T35)	331.00
T22	" " "	1	3	N	415.00 (T35)	311.00
T24	Agric.Instruct.	1	3	N S/S	425.36 (T35)	319.00
T26	Ranch Sch.Maint. Man	1	3	N	415.00	311.00
T35	Group Supervisor	1	2	N	415.00	208.00
	" "	3	2(6)	P	440.94	661.00
	" "	2	3(6)	P	440.94	661.00
T56	Probation Off.	1	3	P	440.94 (T35)	331.00
					Total Vacation Relief required	$3398.00

Total Vacation Relief required,brot fwd.....$3398

Class No.	Title	No. Emps.	No. Wks.		Salary Replace.Rate		Amt.required for 1 year
Sick Leave		Days each			Monthly Salary Replace.Rate	Daily Salary	
7203	Bldg.& Grounds Maint. Supvr.	1	7	N	$530	$24.47	$171.
T22	Ass't Director, Boys' Ranch	1	7	P	$440.94	20.36	143.
T22	" " "	1	7	N	415.00 (T35)	19.16	134.
T24	Agric.Instruct.	1	7	N S/S	425.36 (T35)	21.55	151.
T26	Ranch School Maint.Man	1	7	N	415.00	19.16	134.
T35	Group Supervisor	7	7(49)	P	440.94	20.36	998.
	" "	1	4	N	415.00	19.16	77.
T56	Probation Officer	1	7	P	440.94	20.36	143.
					Total Sick Leave required.....		$1951.

Temporary employees in lieu of holidays,emergency & other replacements..... 535.

Total temporary salary requirements.....$5374.

B - Overtime & temporary wages (per diem workers)

Overtime and temporary wages are computed in accordance with Ordinance File No. 130-61 Ordinance No.95-61.These wages are required to compensate two I-12 Cooks for 7 holidays on which they are required to work. Provision is also made for work on the 6th day as all Log Cabin Ranch personnel are required to work a 6 dayweek of 48 hours. Also included is compensation for replacements of these employees during vacations and sick leaves.

I-12 Cook

Sheet No.	Line No.	Employee	Total days	Rate	Amount	Total
		Vacation Replacement (No. Emps. / No. wks.)				
4	3	1 / 3	15	$20.53	$308.	
4	3	1 / 2	10	20.53	205.	
						$513.
		Sick Leave & Emergency Employments; Overtime				
4	3	2 / 2 (10 days ea.)	20	20.53	$411.	
		Holiday Pay				
4	3	2(double time;2 das.ea)	4	41.06	(164.)	
4	3	2(time & 1/2;5 days ea.	10	30.80	(308.)	
						472.
		Overtime (6th day)				
4	3	2	104	30.80	3203.	

Grand total:$4599.

In connection with expenditures for operation of Log Cabin Ranch School, it is estimated that reimbursements will be received as follows:

Subventions from California Youth Authority..	$95,760.
Collections from parents of committed boys and from San Mateo County.....	29,000.
	124,760.

The estimate of the California Youth Authority annual subventions is computed as follows (at the rate of $95.00 effective 7/1/54).

Estimated average population.....	84
Monthly subvention per boy.....	$95.
Monthly total subventions.....	$7980.
Annual total subventions.....	$95,760

A - Travel expense

By whom: E. Chay, J. Walsh, N. Haloski, F. Kindregan, L. Perez, R. Tribble.

Purpose: To attend two regional conferences of State camps, ranches and schools sponsored by the California Youth Authority.

Membership authorized by Ordinance No. 558-58, Sec. 1.7

Date of meeting: One in the Spring and one in the Autumn. (Exact dates have not as yet been established. One day each.

Place of meetings: Northern California, exact locations are not yet chosen.

Amount requested: $50. each trip or a total of.....$100.00

By whom: E. Chay, J. Walsh, N. Haloski, F. Kindregan, L. Perez, R. Tribole.

Purpose: To attend State Conference of the California Probation and Parole Correctional Association.

Membership authorized by Ordinance No. 558-58, Sec.1.7

Date of meeting: Late Spring (exact date not yet chosen). Three days

Place of meeting: Southern California, exact location not yet chosen.

Amount requested.....$200.00

Total.....$300.00

B - Maintenance and repairs of automotive equipment (Purchased)

The Log Cabin Ranch operates two trucks and a tractor for hauling supplies and for general Ranch purposes and one Carryall for transportation of boys and staff. All food and supplies purchased must be hauled to the Ranch by the trucks. Boys must be transported from Log Cabin Ranch to San Francisco. Without adequate transportation, this facility would be isolated without adequate food or other needed supplies for boys or livestock. It is therefore necessary that this equipment be maintained in efficient operating condition. Adequateand timely repairs will result in economy in the use of fuel and major repair work as well as prolonging the useful life of the equipment. The tractor is now in need of extensive repairs because funds have not been available for proper maintenance in the past.

C - Maintenance and repair of automotive equipment (tire recap)

This increase is necessary to provide funds for the recapping of the much larger tires of the new 2½ ton stake body truck. It is estimated that these larger tires will cost almost twice as much as the tires for the old, smaller truck.

D - Maintenance and repair of other equipment.

This increase is necessary to provide for maintenance and repairs of equipmentother than automotive equipment.

Included are repairs to chlorination equipment, pumps and motors for fire protection and water supply; milking, pasteurizing and sterilizing equipment for dairy, kitchen equipment, swimming pool and sewage treatment equipment, heating equipment, steam boilers and miscellaneous mechanical equipment.

E - Light, Heat and Power

This estimate is the amount recommended by the Public Utilities Commission.

F - Telephone and telegraph

This increase is required to provide for the accumulated increases in telephone rates. Past experience indicates that this increase will be required to meet the expenses of telephone service in the coming fiscal year.

G - Postage

This increase is necessary to purchase postage for official mail and for mail of boys committed to this facility. This facility now accommodates 85 boys and it is estimated that the need for postage will increase due to the larger amount of work and official mail.

H - Rental of equipment

This amount is necessary to provide funds for the rental of shoe repair machines and rental of motion picture film. This amount has been approved in the budget in prior years.

I - Miscellaneous Contractual Services

This amount is requested for the purpose of providing veterinarian services, horse shoeing and other necessary services required for the dairy herd and horses, and butchering and dressing of animals produced for food at the Ranch.

J - Use of employees cars

This increase is requested to provide funds to pay auto mileage to a probation officer on the Log Cabin Ranch staff who is now assigned to supervise in excess of 125 ex-Log Cabin Ranch boys on probation throughout the San Francisco area and is required to use his private automobile for transportation.

K - Tires and tubes

This increase is requested to provide for tires and tubes needed for two trucks and one Carryall used in operation of this facility. These vehicles travel many miles over rough roads in wet weather and good tires are necessary to the safety of operators and wards being transported in them. A set of new tires and tubes for the stake body truck costs at present prices $372; for the Dodge power wagon, $276. and for the Carryall $128. making a total cost of $776. for the 3 vehicles. It is estimat ed that including the use of recaps, each vehicle will require a set of new tires by the Spring of 1955.

A - Replacement parts for other machinery and equipment.

This amount is required to provide for replacement parts for chlorination equipment, sewage treatment equipment, dairy equipment, kitchen equipment and farm equipment. Most of the equipment maintenance work is now performed by the operating engineer under supervision of the Building and Grounds Maintenance Supervisor from Juvenile Hall. This has resulted in considerable economy in labor costs and the prevention of major breakdowns of equipment and the resulting disruption of the Ranch operation. Adequate funds for replacement parts are essential to make possible the fullest use of the regular staff for maintenance work. Proper maintenance of sanitation, water pumping and kitchen refrigerator equipment is essential to prevent a serious health hazard to the wards at this facility.

B - Metals and castings.

This request is to provide funds for the purchase of metals and castings for use by the operating engineer in repairing equipment. Many repairs formerly made by outside vendors are now made by the staff operating engineer.

C - Small tools.

Small tools are needed for maintenance and repair work. An extremely low supply of these items has resulted in much loss of time by the maintenance man and operating engineer. It has been necessary to defer needed repairs and to have others performed on a contractual basis because of lack of tools. An adequate supply of tools would result in more efficient and economical operation of this facility. The boys' participation in maintenance projects is educational and provides constructive improvement of the property at a very low cost. Breakage, loss and wear and tear make the continuous replacement of these tools necessary. Many of these boys have had no previous experience with tools and even with close supervision, breakage is much above normal.

D - Shop and engine room supplies.

This request is necessary to provide for purchase of supplies essential to maintenance and operation of 3 steam boilers, pasteurizers and milking equipment. Steam boilers cannot be operated in this area without the use of costly boiler water chemicals.

E - Aggregates and other building materials

This amount is requested to provide funds for the purchase of rock, gravel and sand used to replace similar materials dissipated each year by storms, in parking areas, walks, roadways and the sewage treatment plant filter beds. This area becomes soft and muddy in the winter, causing parking areas, walks and roadways to become almost unusable if not maintained by the addition of more rock and gravel each year. Sand in the sewage treatment plant filter bed must be replaced after a certain amount of usage and a certain amount is replaced each year.

F - Lumber and millwork.

This increase is necessary to provide sufficient funds for lumber and millwork used in repairing and renewing fences and pens, repairing barns and other structures necessary in caring for the dairy herd, pigs, chickens and horses.

G - Builders ' and Miscellaneous Hardware

This increase is necessary to provide for the purchase of an adequate supply of nails, screws, hinges, bolts, nuts, wire and other articles necessary for maintenance of Ranch facilities. Much of this work has been deferred in the past because of lack of funds. Failure to adequately maintain Ranch facilities will result in much greater cost for future replacements or reconstruction. The maintenance of the new buildings and equipment provided under the Master Plan has greatly increased the need for these items.

H - Pipe, plumbing and steamfitting supplies

This increase is necessary to provide fittings and parts needed for emergency maintenance and repairs to plumbing facilities, steam and hot water supply lines. These facilities become worn and damaged through use and must be maintained for safety as well as efficient operation. Since the addition of an operating engineer to the staff at Log Cabin Ranch, many repairs formerly made by outside vendors now are made by the engineer at less cost.

I - Electrical supplies

This increase is necessary to provide for purchase of electric light lamps, electrical motor parts, electric wires, fuses switches and other electrical supplies essential to the maintenance of electrical equipment used for operation of dairy refrigeration equipment, water supply, sewage disposal, street and yard lighting, swimming pool equipment, and other electrical facilities. All of this equipment is essential to the operation of Log Cabin Ranch and must be repaired when necessary and maintained in operating condition at all times. The majority of the repairs and maintenance work is performed by the staff of the Ranch and adequate supplies are needed for this purpose.

J - Paint and painters' supplies

This increase is necessary to provide sufficient funds for painting the Ranch buildings. The new buildings, built under the Master Plan, must be maintained in good condition and painting at regular intervals is an essential part of proper maintenance. This work is all performed by the staff with the aid of the inmates.

K - Fuel, Illuminants and lubricants

This increase is necessary to provide sufficient funds for purchase of butane for heating, cooking, hot water, steam for the dairy and gasoline and lubricating oil for motor vehicles. These fuels have increased in price and further increases are anticipated. Fuel costs for the past year have averaged $500. a month. The upward trend in consumption of fuel for heating as each new larger facility is completed and put into operation under the Master Plan for construction at Log Cabin Ranch School. The completion and operation of the new Service Building with laundry hot water heater has added $60. a month to fuel cost. The laundry has been operated at the Ranch since Nov. 1, 1951.

A - Household and Institutional Supplies

This increase is to provide for the increased need of this type of supplies. Additional quantities of dishes, tableware, cooking utensils and kitchen supplies which have never been provided in sufficient quantities are needed to replace items which wear out and are damaged through normal wear and tear.

B - Janitorial Supplies

This amount is necessary to provide for an adequate level of consumption of soaps, disinfectants, chlorine products (used for water purification and sewage treatment) and janitorial supplies. With the opening of the new recreational hall, auto shop, dormitory and kitchen-dining hall, Service Building, new items of janitorial supplies are needed as well as items that have been regularly ordered in larger quantities. In the old facilities now replaced, modern janitorial care was not needed. For example, old bare pine floors did not need floor wax. The Log Cabin Ranch laundry has been in operation since November 1, 1961 and laundry supplies are needed.

C - Drygoods and wearing apparel

This amount is necessary to provide blankets, pillows, sheets, towels, clothing of all types and shoes for approximately 84 boys at prevailing prices. These boys work out of doors the year around and require adequate work clothes. A comparison of budget allowances for the last 6 years for this account (shown below) indicates a decreasing or a constant allowance per year per boy in a period of rising prices.

Fiscal Year	Average Population	Budget Allowance	Amount per boy
1955-56	46.4	$4000.	$ 86.20
1956-57	50.2	3500.	70.00
1957-58	59.5	4000.	67.22
1958-59	83.0	5000.	60.24
1959-60	83.5	5000.	59.88
1960-61	83.0	6425.	77.41

In order to provide the minimum quantity of clothing and other drygoods essential for an adequate standard of living for boys at the Log Cabin Ranch, it is estimated that $86.00 per boy per year will be required for the fiscal year 1962-1963.

D - Drugs and medicines

This increase is necessary to provide sufficient funds for purchases of medical supplies essential to the protection of the health of wards of the Juvenile Court committed toLog Cabin Ranch. Since the Associated Students Fund is no longer available, necessary medical supplies for the dairy herd and horses must also be provided from this account.

E - Hospital and laboratory supplies

This request is necessary to provide funds for the purchase of laboratory supplies.

F - Stationery and office supplies

An increase in this item is necessary to provide sufficient funds for the purchases, at a constantly increasing cost, of stationery, forms and other supplies used in the operation of this facility. Funds provided in the past 3 years have not been increased sufficiently to compensate for price increases and thus actually have provided a decreasing quantity of these items.

G - Recreational supplies

This increase is necessary to provide for purchase of soft balls and bats, volleyballs and nets, basketballs, footballs, pingpong balls and paddles and other physical education and recreational supplies. As with practically all other materials, the prices of these articles have been constantly increasing. Funds have not been available in the past to provide for an adequate physical education and recreational program which is recognized as an essential part of the rehabilitation of boys committed to this facility.

In the past, most recreational supplies have been purchased from private donations and solicitations. There is no assurance that sufficient funds will be available from private sources for this purpose during this budget period.

H - Foodstuffs

The total foodstuffs requirements for this facility are based on an average population of 84 boys and 15 staff members (including family members residing on the Ranch premises.) The food cost per meal has been computed as $.36. This is the approximate meal cost experienced for the year 1960-61 with allowance for anticipated price increases. Allocations have been made to the various objects of expenditure based on actual expenditures for each item during the past 4 years with minor adjustments for definite changes in usage during the last 2 years.

This estimate of requirements represents the minimum amount needed to maintain adequate standards of nutrition for children of the age group committed to Log Cabin Ranch School.

Meals served and food cost

Fiscal year 1960-61
Meals served monthly (average).....8102
Total meals served 1960-61.....97,220
Cost per meal for foodstuffs..... $ .34

First 6 months of 1961-62:
Meals served month (average).....7896
Total meals served 7/1/61-12/31/61.....47,374
Cost per meal for foodstuffs..... $ .345

Estimate for fiscal year 1962-63
Meals served monthly (average)..... 8208
Total meals served 1962-63 (estimated)..98,500
Cost per meal for foodstuffs..... $ .36

I - Forage and other food for animals

This increase is to provide funds for the purchase of feed for the dairy herd, pigs, chickens and horses and a varying number of cattle being raised and fattened for slaughter, and a suitable number of young stock being raised for future milk stock. Insufficient funds for feed would necessitate the selling of the young stock being raised for slaughter which would require greater outside purchase of meat at a higher overall cost to this department.

A - One 4-drawer steel legal file cabinet
One additional filing cabinet is needed to provide additional filing space which has not been expanded to care for the increase in population from 53 boys to 86 boys in 1957.

B - Two steel drawer units, small parts
Lyon 24 drawer steal small parts drawer units to keep small parts - nuts, bolts, screws, etc. in a neat and orderly fashion.

C - Two steel clothes lockers
These lockers are needed in the new Service Building for storage of clothing for the engineer and maintenance man.

D - One barber chair
One barber chair is needed in the Service Building barber shop to be used for cutting the hair of boy inmates.

E - Desk reading lamp
A desk reading lamp is required for the Group Supervisor on night duty in the dormitory. This employee is assigned various duties of a clerical nature to be performed when boys are asleep and lights must be out. There is at present no adequate lighting for this purpose.

F - One heavy duty vise
This vise is needed by the Building and Grounds Maintenance Supervisor and the maintenance man in making needed repairs to equipment and other facilities at the Log Cabin Ranch. Such equipment is not at present available for these employees.

G - Four oil dispensing tanks - 65 gallons each
These tanks are necessary for the storage of oil that is now stored in vendors' containers which are not satisfactory because of lack of proper dispensing attachments. The lack of dispensing attachments causes dripping, spilling and overflowing and results in the saturation of the area with oil, causing a fire hazard. These tanks will dispense oil, kerosene, paint thinner in a safe and clean manner. Bowser Fig. 63 is the type of tank wanted by this department.

H - One 1 ton chain hoist
This hoist is necessary for the safety of the maintenance man and the engineer in the maintenance and repair work of heavy equipment such as the stationary motor of the two water pumps, sewage and fire pumps and many other lifting jobs involved in the maintenance work on the Ranch.

I - One air compressor
This air compressor is needed in the machine shop for use in inflating truck tires and for cleaning machinery parts.

J - One portable electric saw
One 9½" (Skil Saw #825) electric saw is needed for use by the maintenance man and operating engineer making repairs to equipment and premises of the Ranch. A manual saw is not practical for cutting plywood. A great deal of time would be saved for the maintenance man and engineer through use of this equipment, enabling them to complete the great volume of maintenance work required to keep the Ranch facilities in good operating condition.

K - One portable aluminum scaffold
A portable aluminum scaffold complete with platform and aluminum planks is needed so the boys and maintenance personnel can clean and paint interior and exterior of buildings with safety.

L - One mitre box
A mitre box complete with saw is needed for maintenance work on the buildings and grounds. Maintenance work on the new buildings must be done with proper skill to preserve the original appearance.

M - Heavy duty electric floor polisher
Proper maintenance of the floors of the new modern buildings now in operation is essential to prevent costly repairs in the future as well as preserve their appearance. The Recreation hall, dormitory and kitchen and dining hall buildings have large floor areas and require the use of a mechanical polisher.

N - One fogging machine
This equipment is needed to control infestations of cockroaches and other insect pests in the kitchen and foodstorerooms. There is no pest control service available at this facility and these insects are causing an extremely unsanitary condition as well as loss of food supplies becoming infested. This equipment will effectively control and exterminate these pests in a satisfactory manner.

O - One electric meat saw
As a result of increases in population, the amount of work required of the cooks and particularly the meat cutting, has increased proportionately. Some of the meat including pork loins are received in a frozen condition, and at present cannot be cut until thawed out. With an electric meat saw, these could be cut into chops while still frozen. Some of the excess livestock such as steers and hogs raised on the Ranch are now being butchered and consumed by the boys. The new dining room kitchen building is provided with a freezer. These changes in the operation of the kitchen require a great amount of meat cutting by the staff cooks. This equipment, like the meat slicer, will be operated by the cooks and will not present a hazard to the boys. There is, however, a number of power machines in the woodworking and auto repair shop which the boys have been taught to operate properly without danger to themselves.

P - One electric circulating heater
One electric heater is needed for the Group Supervisor assigned to night duty in the dormitory. A small heater of this type will be sufficient to provide heat for the small office he occupies and all other heat can then be turned off while the boys sleep.

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission JUVENILE COURT, LOG CABIN RANCH SCHOOL — Index Number 187 — Sheet Number 8

A - One electrically timed bell ringing device

Like any school, the oporations of the Log Cabin Ranch School (meals, olasses, church, etc.) are timed and the ringing of a bell loud enough to be heard in the general area is a signal to both staff and boys for certain activities. At present, the bell is manually operated from the kitchen and because of the human element, inaccuracies can result.

An electrically operated timer would eliminate some of the problems that arise as a consequence of bells being rung late.

B - Eight heavy duty wheelbarrows

Eight additional wheelbarrows are needed for use by the farm, maintenance, cleanup and auxiliary crews and on occasions by the Department of Public Works staff.

C - Half-ton pickup truck with covered back

This pickup truck is necessary for use by the engineer and maintenance man in transporting tools and equipment to various job locations on the 640 acre ranch.

D - Six hundred baby chicks

It is estimated that 600 baby chicks will be necessary to replace chickens that will be used for food during the fiscal year.

E - Three pressurized water fire extinguishers

These fire extinguishers are needed to equip the new Service Building in accordance with State regulations.

F - Five lengths of fire hose and brass fittings

This fire hose and brass fittings are needed for fire protection at Log Cabin Ranch School. With construction of new buildings in new locations, additional fire hose is needed for proper protection of these units.

G - Equipment-Preffered order of priority

Priority No.	Line No.	Sheet No.	Description	Amount
1	8	4	1 fogging machine for pest control	$ 225.
2	8	8	8 heavy duty wheelbarrows	240.
3	8	10	600 baby chicks	185.
4	8	11	3 pressurized water fire extinguishers	135.
5	8	12	5 lengths of fire hose and fittings	150.
6	8	5	1 electric meat saw	725.
7	8	6	1 electric circulating heater	80.
8	7	19	1 barber chair	425.
9	7	21	1 heavy duty vise	75.
10	7	20	1 desk reading lamp	115.
11	7	23	1 1-ton chain hoist	100.
12	7	22	4 oil dispensing tanks	700.
13	7	25	1 portable electric saw	175.
14	8	3	1 heavy duty electric floor polisher	350.
15	7	17	2 small parts steel drawer units	180.
16	7	16	1 4-drawer legal file	100.
17	7	24	1 air compressor	400.
18	7	18	2 steel clothes lockers	100.
19	8	1	1 portable aluminum scaffold	550.
20	8	9	1 1/2 ton pickup truck	2500.
21	8	2	1 mitre box	100.
22	8	7	1 electrical bell ringing device	350.
			Total.....	$7450.

H - Taxes, San Mateo County

This increase is needed to provide for an anticipated increase of San Mateo County taxes. These taxes have increased constantly each year and are expected to do so again in the ensuing fiscal year as may be noted by reference to table of tax payments for the last 6 years as shown below:

Fiscal Year	Budget Allowance	Actual taxes paid
1956-57	$ 602.00	$ 617.42
1957-58	632.00	663.12
1958-59	700.00	756.36
1959-60	795.00	869.44
1960-61	960.00	907.67
1961-62	975.00	975.86

I - Services of other departments; excess costs of S.F.Unified School District

It is necessary that the S.F.Unified School District's costs of operating its school program at the Log Cabin Ranch School in excess of the aid received by it from the State on the basis of average daily attendance, be budgeted by this department so that these excess costs may be included in the semi-annual Log Cabin Ranch School claim for the YouthAuthority subsidy of $95.00 per month per boy. If these costs are not included in the claim, the City and County of San Francisco would receive only part of the subsidy instead of the maximum amount.

It is estimated that the excess school costs payable to the School District by this department during the period July 1, 1962 to June 30, 1963 will be $44,000.00. The excess costs incurred by the School District for the fiscal year 1960-61 is $42,011.

FORM 4880

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission COUNTY AGRICULTURAL DEPARTMENT

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 211 Sheet Number 1

1-A New employees at entrance rate.

1-B New employee at entrance rate.

1-C New Position: Plant guarantine work is the responsibility of the County Department of Agriculture. This responsibility is given by the California Code. Sections 102 and 103 provide authority for the County Agricultural Commissioners to maintain pest protection programs. Section 102 provides in part as follows: "Each Commissioner is an enforcing officer of all laws, rules and regulations relative to the prevention of the introduction into, or the spread within the State of pests, and as to such activities is under the supervision of the Director. The Director of Agriculture has directed San Francisco County to assume the responsibility of doing this work.

City Attorney's Opinion No. 1437, dated May 6, 1960, held that under State law the Agricultural Commissioner is required to do this interstate plant quarantine work, otherwise he is in neglect of duty. We assumed this work on July 1, 1961, and the inspection of retail stores as to eggs, fruits, vegetables, poultry meats and honey has decreased with the result that substandard produce and eggs are being offered for sale to the consumer in greater quantity.

1-D Salary Increment.

1-E- Salary Increment.

1-F Due to climatic conditions affecting produce, emergency periods occur when the inspector must work overtime to insure that all produce affected is inspected before being offered for sale. The greater portion of this account is used during the last six months of the fiscal year.

1-G The department must maintain a skeleton crew when the wholesale produce market is open on holidays. Decrease due to one less holiday in 1962-63.

September 10, 1962 Admission Day (Monday)	2 N154	$40.44	$80.88
	1 N155	49.17	49.17
October 12, 1962 Columbus Day (Friday)	2 N154	40.44	80.88
	1 N155	49.17	49.17
November 6, 1962 Election Day (Tuesday)	2 N154	40.44	80.88
	1 N155	49.17	49.17
February 12, 1963 - Lincoln's Birthday (Tuesday)	2 N154	40.44	80.88
	1 N155	49.17	49.17
			520.20

1-H This amount is required for the inspectors to be reimbursed for the telephone calls they make in reporting to the office for additional inspections to be made in their area that have been received at the office after they have left on their assignments. Greater amount used in the last six months of fiscal year as peraonnel take their vacation during the first six months.

1-I Official Travel

Number of Persons to attend 1 . The County Agricultural Commissioner is required by State Law (Section 65 - Agriculture Code) to attend the Fall Meeting of the State Association of Agricultural Commissioner. Membership therein authorized by Ordinance No. 222-58. Date of meeting November or December 1962, Sacramento, California. Amount requested $75.

Number of Persons to attend 1 . The County Agricultural Commissioner is required by State Law (Section 65, Agriculture Code) to attend the Spring Meeting of the State Association of Agricultural Commissioners. Membership therein authorized by Ordinance No. 222-58. Date of meeting April or May 1963, with site not yet established. Amount requested $160.

Number of Persons to attend 1 . The County Agricultural Commissioner will attend meetings of the Coast Counties Agricultural Commissioners Association. Membership therein authorized by Ordinance No. 222-58. Date of Meetings during fiscal year 1962-63 at Redwood City, Salinas, San Rafael, Ukiah and Napa. Amount requested $65. Total amount requested $300.

The former Agricultural Commissioner did not charge mileage allowance when he attended these meetings. Greater amount of this account is used during the last six months of the fiscal year. Travel distance of the spring meeting is greater than the Fall meeting.

1-J Adding machine, three numbering machines and two typewriters. $23. service agreement for adding machines.

1-K For mimeographing of monthly reports, annual report, daily work sheets and various other forms used by this department.

1-L Telephone service for the department.

1-M Required for correspondence and forwarding of samples of seed and diseased materials to the laboratory in Sacramento.

1-N For the City and County Record and the "Guide", a publication of arrivals and departures of ships, required for our export certification work.

2-A Towel Service for the department

2-B For miscellaneous contractual services.

2-C This amount is required to reimburse the inspectors and department head for the use of their private automobiles for official work. One of the inspectors is retiring on July 1, 1962, and at present he is not charging mileage. The inspector that will replace him will charge mileage expenses at an average of $12.00 per month. Greater amount of this account is expended during the last six months of the fiscal year. Personnel take their vacation during first six months.

2-D Material and supplies to operate the department efficiently.

F3200-40,000 Certificates of Inspection for intrastate shipments	1000	1.43	57.20
F3201- 2,500 sets Permit for Disposal of Product	2500		33.75
F 3205 - 10,000 Export certificates	1000	4.25	42.50
F 3209 - 20,000 Inspection records	1000	3.93	78.60
F 3212- 10,000 Pinto tags	1000	6.75	67.50
			279.55
other materials and supplies			70.45
			350.00

2-E Stationery from Central Warehouse

2-F For plant insect disease reference books $40.

2-G Typewriter stand 35.
$75.

The present stand is a personal metal stand and not in a very strong condition. When moving the stand the hazard of dropping the typewriteris great.

2-H Rental of office space in the State Agriculture Building and four stalls for parking automobiles used for official business.

1-A Senior Clerk-Stonographor (new)

At the present time the Aquarium receives $279.43 per month, divided among three part-time secretarial positions. Even though these three people were to work full time they could not complete all of the work that must be done. Briefly, this is the work load: (a) 5-day weekly switchboard service for 10 Aquarium telephones averaging 60 calls per day and 1300 calls per month; (b) preparation of time sheets and payrolls for 19 Civil Service personnel /12 Aquarium and 7 Museum/ and payrolls and checks for 6 professional and 3 non-professional personnel /Aquarium/; (c) bookkeeping and issuance of checks for Aquarium routine operational expenditures of approximately $76,000 per year and averaging about $3,000 per month (1961-62). The number of monthly accounts ranges between 40 and 105, with an average of about 50 per month.

One of the main duties of the person in this position would be to handle the telephone calls -- the phone rings constantly all day long. Also this person would be scheduled to handle all of the purchasing, checking on bills, shipments, inventories and all of the routine paperwork for the Aquarium, thus relieving the professional staff so that they can spend their time working on the fishes. Finally, this person would also be expected to take dictation from the professional staff in answering their mail.

1-B Normal increment.

1-C Two less Junior operating engineers; addition of two Operating engineers (new)

The recommendation of the general classification survey was that the Junior Operating Engineers on the Steinhart Aquarium staff should be upgraded to Operating Engineers. Since two of the Aquarium Junior Operating engineering staff were on the recent Operating Engineer list, the Academy requested that these positions be upgraded on an emergency basis to Operating Engineer. The complexity of the reconstruction pipework (6½ miles) and pumping plant, and the many problems inherent in the engineering section during the changeover from Phase I to Phase II as well as the subsequent operation made it imperative that the qualified Junior Operating Engineers on our staff should not be lost to the Aquarium during this critical period. Hence the reason for the change in the number of Junior Operating Engineers on last year's budget with this year's budget (i.e. from four to two). The two "missing" Junior Operating Engineers show up in the Operating Engineer classification.

1-D One Senior Aquarist; one less Aquarist

Actually no change from preceding year; merely represents promotion of one of the three aquarists from last year to Senior Aquarist with subsequent reduction to two aquarists on W-150 classification.

1-E Justification for 2 New Aquarists (W-150) AND 3 New Junior Aquatic Biologists -- for latter see under Personal Services.

The request for five new positions all dealing with the actual keeping, feeding, and safeguarding of the fishes and other animals may seem excessive until it is considered that the Aquarium has not added even one full-time position in 39 years. When the Aquarium opened in 1923, it had 15 full-time employees, and in 1962 it still has that same number.

(continued next column)

In this interim period the number of visitors increased from 800,000 to 2,500,000; the number of animals displayed has doubled; and the available employee man-hours has decreased by one-third.

One very important item should be noted -- the new sections of the Aquarium cannot be operated until additional personnel are available, and for that reason there is presented below a breakdown of the animal keeping work schedule following rehabilitation. At the present time (January, 1962) it looks as though the reopening of Steinhart Aquarium will be about January, 1963. All of these new employments are not needed at the same time so that the request is for two new positions on July 1, 1962, one new position on October 1, 1962, and two new positions on January 1, 1963.

The work of the Aquarists and Junior Aquatic Biologists breaks down into eight categories, with the respective manhours as indicated. It should be noted that under the existing assignments, even though theoretically an aquarist has his primary assignment of 40 man-hours per week for the maintenance of a given area of exhibits, he is called upon on two days of the week to maintain other areas as well as his own, covering other aquarists' days off. For example, in Battery C, on two days, or 16 hours per week, the man also has Battery A & B and the Swamp to look after -- so that the actual amount of time per week available to work on his primary assignment, i.e., Battery C, is only 3/5th's that which is shown, 40 hours.

1. Porpoise Tank and Roof Tanks (all new)
8 tanks; 69,807 gallons
3 porpoises, 200 fishes (large)
5 hours daily work x 7 days = 35 manhrs/wk

No one available for this assignment at present.

3. Battery C
35 tanks; 40,625 gallons
about 3500 fishes
8 hours daily work x 7 days = 56 manhrs/wk

At present, 40 manhours per week assigned to this battery; however in the rehabilitation we have added 15 new tanks.

5. Swamp Area -- 'gators, amphibians, and reptiles
35 display tanks, 125 animals
Warm animal room: 25 tanks, 50-75 animals
4 hours daily work x 7 days = 28 manhrs/wk

At present one man works 4 hours daily in this area 5 days per week (20 hrs).

6. Feed Room -- preparation of all food for 8000 Aquarium animals (pres.pop.)
5 hours daily work x 7 days = 35 manhrs/wk

At present one man works four hours daily five days a week (20 hrs) on this. With the increased number of displays in the rehabilitated Aquarium, more manhours are needed.

2. Batteries A and B
28 tanks; 41,308 gallons
4500 animals
8 hours daily work x 7 days = 56 manhrs/wk

At present one man works 8 hours a day for 5 days per week. As a result of the rehabilitation program, a number of new tanks have been added in these batteries, including one 8,000 gallon tank.

4. Tropical Room
65 tanks; 1170 gallons
about 2500 fishes
5 hrs daily work x 7 days = 35 manhrs/wk

At present we have a parttime man who is paid for 2 hours daily (10 hrs per week) but he actually works 5 hours daily (25 hrs/wk), and the aquarist assigned to Battery C also works in the TropicalRoom 5 hrs/wk.

7. Three New Panels
58 tanks; 3226 gallons
1200 animals
9 hrs daily work x 7 days = 63 hrs/wk

8. Relief Man for Above Work Schedules
8 hours x 5 days = 40 manhrs/wk

(continued next page)

1-E continued

Summation:

1.	Porpoise Tank and Roof Tanks	35	manhours/wk
2.	Batteries A and B	56	manhours/wk
3.	Battery C	56	manhours/wk
4.	Tropical Room	35	manhours/wk
5.	Swamp Area	28	manhours/wk
6.	Feed Room	35	manhours/wk
7.	Three New Panels	63	manhours/wk
8.	Relief Man	40	manhours/wk
	TOTAL	348	manhours/wk

348 -- Total Man Hours Required per week
(less) 120 -- Man Hours Presently Available per week (3 x 40= 120)
228 -- Minimum Additional Hours Required Per Week

5 FULL TIME AQUARISTS BEING REQUESTED

(228 ÷ by 40 = 5.7 men)

2-A Request for One New Janitor -- Museum Buildings

The work load in the Museum is far in excess of the normal work load for janitors. The public use of the buildings (over 2,600,000 people per year) requires continuous janitorial service in all public areas. Consequently it is impossible for the present number of janitors to properly clean and maintain the cleanliness of the areas.

2-B Request for one new Gallery Attendant -- Museum Buildings

This additional gallery attendant is needed so that the extensive exhibit areas open to the public can be adequately policed. An attendant is required for minimum supervision in each of two widely spaced buildings, the North American Hall and the Hall of Science (including the Simson African Hall), which are separated by a wide court. There are no police available for protection of these premises to prevent vandalism, and the approximately 2,600,000 people per year who frequent the numerous exhibit halls; the value of the buildings and their contents is estimated at $4,759,000 by the insurance brokers.

In addition, thousands of school children per week visit the Academy and these require direction and supervision of an attendant.

2-C Overtime -- Steinhart Aquarium $1500

Engineers
Emergency repairs 160 hours (20 days) at $35.87 = $717
(includes emergency overtime for sickness)

Aquarists
Loading and unloading fishes at Aquarium and boats
120 hours (15 days) at $40.44 = 606

Aquarium Exhibit Preparator (Chief Installer)
Emergency work that cannot be done during hours
Aquarium is open after Jan.1, 1963, approx. 4½ days
at $41.46 = 186
$1509

The original request for this item was $2205, but the Chief Administrative Officer cut this back to $1500.

2-D Holiday Pay -- Steinhart Aquarium $3500

12 holidays with 8 people on each holiday:

3 Aquarists at $40.44 each	$121.32
2 Jr. Operating Engineers at $35.87 each	71.74
1 Operating Engineer at $40.44	40.44
1 Janitor at $26.04	26.04
1 Janitress at $27.35	27.35
Total per holiday	$286.89
Times 12 holidays	$3442.68

2-E Holiday Pay -- Museum Buildings $2126

3 Janitors @ $27.35	$82.05
2 Gallery attendants @ 32.48	64.96
1 Working foreman janitor @ 30.19	30.19
Total per holiday	$177.20
Times 12 holidays	$2126

2-F Temporary Salaries -- Steinhart Aquarium $4200

	Weeks Vacation	Weeks Sick leave	Monthly Replacement Cost	
5 engineers	12	0	$425	-$1275
3 aquarists	9	0	481	- 1082
1 collector	3	0	481	- 360
1 janitor	0	0		---
1 janitress	0	0		---
				$2717

1 laborer, J-4 for 57 days at $25.80 per day (during Phase Movement of Rehabilitation) -- moving fishes, offices, shops, laboratories, library back to Aquarium upon completion of Phase I and Phase II.

$1471

2-G Temporary Salaries -- Museum Buildings $1305

For vacation and sick leave replacement:

3 janitors - 3 weeks each -- 9 weeks at $325 per mo.	735
1 working foreman janitor -- 3 weeks at $358 per mo.	270
1 gallery attendant -- 3 weeks at $405 per mo.	300
	1305

The Chief Administrative Officer has allowed $800 for this category.

2-H Personal Services -- Steinhart Aquarium $58,635

General clerk steno, pt.	1	$948
Senior clerk steno, pt.	1	948
Gallery Attendant, pt.	1	948
Senior librarian, pt.	1	948
Director, pt.	1	7,931
Curator of fishes, pt.	1	4,219
Superintendent of Aquarium	1	10,789
Senior Aquatic biologist	1	7,375
Aquatic Biologist	1	4,219

continued next page

2-H continued (Personal Services - Steinhart Aquarium)

Aquatic Biologist (new; 12 mo)	1	$6,360
Aquatic Biologist (new; 9 mo)	1	4,770
Aquatic Biologist (new; 6 mo)	1	3,180
		14,310
from page 2		44,325
Total		$58,635

There is no change in the first four positions.

Director, pt., Curator of Fishes, pt., Superintendent of Aquarium, Senior Aquatic Biologist; Aquatic Biologist; and new positions of Aquatic Biologist --- These salaries are all at the same level as last year. These positions are being studied by the Civil Service Salary Standardization Group and as soon as their report is completed a supplemental budget request will be prepared to bring these salaries into line with whatever the City recommendation is.

For the explanation for the need of the three new junior aquatic biologists, see 1-E, on page 1 and 2.

SPECIAL NOTE

In this budget the major categories of previous budgets have been retained in the explanations below and there are five instances in which Object of Expenditure numbers in two places (OE 206 in Collecting and in General Expense; OE 305 in Collecting and in General Expense; OE 371 in Library and in General Expense; OE 442 in Collecting and in General Expense; and OE 498 in Collecting and in General Expense). The items and amounts involved are not duplicated.

Mention is made of the fact that in the preparation of this budget, all new and replacement equipment and other items covered by the bond issue are not included here, and only those items which are not covered by the rehabilitation work have been included.

3-A Non-Personal Services -- Steinhart Aquarium $51,095

Forage	$5,900
Veterinary	700
Collecting Expenses	4,200
Janitorial Supplies	1,000
Fuel	5,500
Light and Power	7,000
Salt water (and pumping)	900
Library	325
Insurance	5,570
General Expense	20,000

Forage $5,902

horsemeat	3840 lbs	@ 35¢	$1,344
whitebait	4240 lbs	30¢	1,272
sole	1680 lbs	10¢	168
mackerel-herring	2513 lbs	20¢	503
squid	202 lbs	20¢	40
clams	160 lbs	45¢	72
brine shrimp	292 qts	2.50/qt	730
goldfish	600	10¢	60
earthworms	20,000	2.50/M	50
mealworms	48,000	1.58/M	76
rats	1,150	50¢	575
mice	3,000	20¢	600
rabbits	30	2,25	68
chickens	120	16¢	19
rodent & chick fee		misc	175
fruit, veg., eggs		misc	150
	Total		$5,902

Veterinary Supplies $700

361 Drugs, chemicals and gases $150

Antibiotics	$20
Gases, chiefly O_2 and CO_2 and compressed air for diving	30
Chemicals, including 1 bbl of alcohol for preservation of fishes required for detailed study	100

362 Laboratory Supplies 200
This category includes not only thermometers and glassware used in the laboratory, but also a considerable amount of glassware such as trays and other apparatus used for the amphibians and reptiles.

404 Laboratory Furniture ---
No expenditures foreseen

484 Laboratory Equipment 350
Miscellaneous laboratory equipment for the new wet lab -- ring stands, hot plate, stirring devices, sterilizer, etc.

Collecting Expenses $4200

201 Bridge Tolls $36
Three round trips/month; ave. $1 ea.

202 Freight, Airfreight, express 500
Many of the fishes obtained by the Aquarium are exchange items costing only transportation, although airlines place heavy surcharge on live shipments. This amount will allow 12 to 18 shipments, local and international.

206 Travel Expenses 525
35 days in the field at $15/day (La Jolla - 5 days, Tacoma - 5 days; L.A.-Catalina - 5 days; Texas - 14 days; misc. short trips - 6 days)

216 Main. & Repair of Automotive Equipment 350

301 Tires & Tubes 150

302 Other Automotive Replacement Parts 175
Three vehicles and a boat trailer traveling about 17,000 total miles on long and short hauls...for above three OE categories.

305 Small Tools 150
Misc. hooks, lines, sinkers, etc., and SCUBA parts.

continued next column

3-A CONTINUED (Non-Personal Services -- Steinhart Aquarium)

Collecting Expenses -- cont.

321 Fuels and lubricants $700
Based on past experience for 3 vehicles and 17,000 total miles proposed to bring back fish and reptiles for enlarged Aquarium.

341 Drygooda, fabrics (seines, misc. netting) 154

342 Wearing Apparel 100
Replacement of boota & oilskins for 4 staff membera, plus diving suit replacement parta.

442 Refrigeration Equipment 750
One refrigerating unit for 10-wheel collecting truck, needed for hot weather transportation of apecimens.

498 Fish for Exhibits 610
3 octopuses at $20; 50 seahorses at $2; 100 freshwater tropicals, $200; and aasorted reptiles, amphibians, misc. prices, $250.

Janitorial Supplies $1000

331 Household Supplies $200
335 Cleaning, polishing, supplies 550
432 Janitorial equipment 250
Routine supplies and replacements for Aquarium, with attendance constantly increasing and new restrooms added 1/1/63.

Fuel for Boilers $5500
Three boilera now in operation instead of two.

Light and Power (routine expenditures) $7000

Salt Water and Pumping Costs $900
Based on increased pumping rate from Olympic Club.

Library $325

234 Bookbinding $75
235 Subscriptions to technical journals 50
371 Reference books required 200
Routine purchase of newly-published aquarium & fish booka; routine binding to keep Aquarium's periodicala in good condition; and subscriptions to journals not obtainable through exchange or gratia.

Note: Original request was for $425, reduced by CAO

Insurance (as estimated by brokers, Johnson & Higgins) $5570

Fire insurance $1000
Comp: fire, theft 240
Comp: liability 3000
Compensation 250
Health 1080

General Expense $20,000

203 Employee's Car use $75
Approx. 625 miles @.12 for misc. trips when Aquarium vehicles are in use.

206 Travel to Scientific Meetings 850
Amer. Soc. of Ichthyologists & Herpetologists, nat'l meeting in Wash. D.C., 5 days including travel for 1 aquatic biologist; and Amer. Assn. for Advancement of Sci. nat'l meeting in NYC, 5 days including travel for 1 aquatic biologist ($425 each)

218 Main. & Repair Office Equip (routine expen.) 65

219 Main. & Repair Other Equip 650
Routine repair, glazing tanks, pumps, sound equipment, refrigration, etc.

232 Telephone & Telegraph 30
Routine necessary expenses especially in regard to shipments of live specimens.

233 Postage (routine yearly expenditures) 80

236 Cleaning & Laundry (aprons, smokebags, etc) 40

237 ScavengerService (routine cost) 350

243 Rental of Equipment 30
Air compressor for diving collection trips in remote areas.

269 Professional & Special Services 6732
Pathology lab ser (frozen sections & examinations of diseased fish to determine treatment 300
Biological Research Secretary (170 days, 8 hr each @2.95/hr.) Training necessary for this asc. is similar to medical research secretary 4012
Public Relations consultant (12 months @ $10/md); for professional services in getting out press releases, TV coverage, etc. 120
Aquatic Biologist (170 days, 4 hr each @2.50/hr)for rare fish breeding 1700
Consultant Biologist (12 mo at $50/mo) For professional consulting services of D.A. Simpson, former longtime biologist at Steinhart now on leave for medical reasons. His 35 years experience makes him invaluable to the Aquarium 600

303 Replace. parts, Mach. & Other Equip (maint) 100

304 Metals & Castings 80
Galvanized sheet metal ($40); Monel rod sheet & angle (20) & Galvanized angle & strips (20).

305 Small Tools (based on previous years) 120

306 Shop, Field, Engine Room Supplies 350
Steel wool ($40); boiler compound (150); Rags & waste (30); rubber tubing & small air hose (100); large diameter hose (30).

311 Aggregates & Building Supplies 500
All new tanks in rehabilitated Aquarium will need new gravel & sand (400) and diatomaceous earth for recharging pressure filter(100)

165

FORM 6220

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission California Academy of Sciences

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 213 + 214 Sheet Number 5

3-A CONTINUED (Non-Personal Services - Steinhart Aquarium)

General Expenses - Continued

312	Lumber and millwork New shelving & other millwork not covered by reconstruction contract		$450
315	Builders' misc. hardware Required general hardware items for new bldg		650
316	Pipe, Plumbing supplies Considerable work using materials in this catogory is expected with changeover of fish systems		900
317	Electrical Supplies		1250
	600 lamps of various wattages & types	550	
	1 switch #CR106-C002 for 5 hp motor pump units (replacement; warranties expiring	75	
	15 sterilizing lamps @$15	225	
	48 sterilizing lamp sleeves @$4	192	
	assorted sizes & lengths of extension cord wire (complete change of outlets & receptacles necessitated replacements to use existing appliances	58	
	misc items below $15 ea	150	
318	Paint Supplies (routine)		150
371	Office Supplies (based on previous years)		325
372	Photo Supplies		1400
	Microscopy equipment for Leitz microscope Labolux #3A, including phase contrast & camera	950	
	35mm to 4x5 multipurpose enlarger	450	
381	Horticultural Supplies New plants, fertilizer, etc. in swamp area		500
402	Office Furniture Desks & other furniture for new offices		700
412	Office Machines 1 Olympia typewriter, replacement for 35-yr old machine		250
442	Refrigeration and heating Equipment		200
	One chemical feeder	65	
	100 lbs Bacophos #321 Chemical @1.15#	115	
	pipe, fittings, valves to connect chemical feeder	20	
	Above to help control corrosion and scaling in new 45-ton refrigeration water-chilling unit and cooling tower with inter-connecting piping; essential because of makeup of city water to system, concentrating scale-forming elements		
444	Light, power, generating equipment 2½" standby pump with unitized motor (replacement)		175
494	Sound Euipment Rebuilding of five tape units for Aquarium soundtracks, in swamp area		600

General Expensee - Continued

498	Exhibit Equipment		$1138
	100 air stones @ $2	$200	
	Four 50-gallon fibreglaee fish tanks for tropical room @$125	500	
	Buckets, syphon hosee	50	
	Plastic backgrounds for tank displays	213	
	Special colored lamps including ultraviolet to emphasize certain exhibits	125	
	One panel type voltmoter DC 150 volts to illustrate electrical impulses of electric fishes & eels	50	
862	FICA Taxes Based on 3 1/8% of amount earned by each omployee during 7/1/-12/31/62 and 3 5/8% of that earned between 1/1 - 6/30/63, with salaries based on 1962-63 budget request.		1200

5-A Pereonal Services -- Museum Buildings $50,088

Because of the increasing cost of the free public services which the Academy renders to the more than two and a half million visitors each year, it has curred an operating deficit for the past eeveral years. If it meets these deficits out of capital funds, obviously its financial position will grow progressively worse. It is therefore requesting the City andCounty to support these free public services, including the following personnel:

Aeeociate Director (½ time)	$6,000
Curator of Exhibits	7,500
Aset. Curator of Exhibite	5,280
Senior Assistant	5,100
Assistant (A)	4,620
Assistant (B)	3,600
Student Section Supervisor	4,800
Business Manager, pt	4,500
Reference Librarian, pt	3,000
6 part time @ 948	5,688
	$50,088

The salaries for the above positions are being reviewed by the Civil Service Commission and may be revised.

5-B Non-Personal Services -- Museum Buildings $34,390

Light, heat, and power Cost of light, heat, and power based on actual and projected costs. The City has never provided sufficient funds for this purpose, and the Academy has had to make up the difference.	$14,000	
Janitorial Supplies Supplies that are required to maintain the free public exhibit areas and the public washrooms. In 1960-61 the actual expenditure was $1570.		1,600

Form 4250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission California Academy of Sciences — Index Number 213 + 214 — Sheet Number 6

5-B CONTINUED Non-Personal Services -- Museum Buildings

Exhibit Supplies		$3,750
For the installation and maintenance of the public exhibits:		
Lamps	1,250	
Lumber	1,000	
Paint & misc.	1,500	
Insurance (as estimated by brokers, Johnson & Higgins)		$8,500
Fire	2,630	
Comprehensive: fire, theft	120	
Comprehensive: liability	4,500	
Compensation	1,250	
Building Materials and Supplies		$7,790
This covers general maintenance and repairs including such items as:		
Replacement of broken windows	450	
Misc. painting	1,200	
Fire control system, inspection	240	
Window washing, large outside & exhibit	600	
Work on sprinkler system	600	
Replace worn out doors & fittings	500	
Screens (heavy) for 1st floor windows	500	
Replace locks in No. Amer. Hall	2,500	
Misc. emergency repairs	1,200	

The amount for this item was reduced to $6,540 by the CAO.

FORM 4550

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission CHIEF ADMINISTRATIVE OFFICER — Index Number 221 — Sheet Number 1

Reference				TOTAL
A	Salary increment		Increase $ 260.	$
B	Total Permanent Salaries 1961-62	$68,512		
	Increments due during 1962-63	260		
	Other modifications:			
	Add: Administrative Analyst	8,316		
	Total 1962-63 request			77,088.

To make administrative-management studies of departments under the Chief Administrative Officer. To assist the Chief Administrative Officer and the Executive Assistant to the Chief Administrative Officer. The Administrative Analyst will make investigations and objective appraisals of manpower requirements, personnel assignments and appropriation requests, and will make studies of proposed legislation and programs. The Administrative Analyst will also work on Publicity and Advertising Fund matters.

This request will re-establish the position of G31, Administrative Technician which was in the Chief Administrative Officer's budget from July 1945 to June 1958.

C	Sherman P. Duckel, Chief Administrative Officer, attendance at the American Municipal Association Convention in Philadelphia, Pa., Nov. 10-14, 1962. Per Ord. No. 5142, Sept. 8, 1948.		Increase	125. 475.
D	For services on five typewriters, two adding machines, and one date stamping machine			
	Estimated $25 increase needed due to higher repair costs.		Increase	25. 100.
E	Reproduction requirements expected to increase due to the Safety Program of the Central Safety Committee and other activities of Office of Chief Administrative Officer		Estimated Increase	55. 125.
F	Telephone and Telegraph. Increase based on the following costs:			
	Charges for increased service:	$50		
	Additional monthly service charges:			
	Central Safety Committee, @ $1.00 per month	12		
	Administrative Analyst, " " "	12		
	Accountant, " " "	12		
		$86	Total Estimated Increase	86. 936.
O	Telephone installation. Install two telephones:			
	Administrative Analyst - Non-recurring charge	$ 4.00		
	Accountant " " "	4.00		
		$ 8.00	Total Increase	8. 8.

The accountant will move from Room 167 to Room 286, City Hall and requires a phone as there is none existing in Room 286. He is presently sharing the use of a telephone in the Recorder's Office.

The new position of Administrative-Analyst will require a telephone in Room 286, City Hall as there will be none available for his use.

FORM 4180

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission CHIEF ADMINISTRATIVE OFFICER — Index Number 221 — Sheet Number 2

				TOTAL $
H	Explanation of $620 increase in this O.E.:			
	1. One dictating machine kit, includes: Magnabelt $7. Executary portfolio 7. Index slips 5. Plus tax 1. Estimated total $20.	Increase $	20.	
	2. A standard wall calendar to be purchased and distributed by this office for use in city offices, courtrooms, and other facilities in place of calendars with advertisements on them. Printing costs for 500 calendars is estimated at $400.	Increase	400.	
	3. Legislative Bill Service estimated at $200. Copies of all legislative bills of regular session of the State Legislature for review by Chief Administrative Officer.	Increase	200.	620.
I	Replacing L. C. Smith manual typewriter, Serial No. 1A1511036-11 Estimated cost of electric typewriter replacement $450 Estimated trade-in allowance 20 Net amount requested $430 The heavy volume of daily correspondence and stencil work is best handled with the electric typewriter. One electric typewriter has been purchased during the 1961-62 fiscal year for this office. The purchase of a second electric typewriter will allow the office to standardize the equipment. The work of the office's two secretaries should then be uniform in appearance.			430.
J	Replacing Fitzgerald Electro-Mechanical Co. date stamping machine, Serial No. 13243, Purchaser's Inventory No. 26-069. Estimated cost of replacement $165 Estimated trade-in allowance 0 Net amount requested $165			165.
K	Three (3) file cabinets, five drawer, legal size, gray color, with locks. Existing equipment does not provide sufficient space for office records.			375.
L	Desk. To provide one desk for the Administrative Analyst, a new position requested in this budget.			170.
M	Chair, Executive. To provide one executive chair for the Administrative Analyst, a new position requested in this budget.			110.
N	Two (2) hat racks. Required to accomodate persons attending meetings and conferences held in this office. The office does not have any equipment for this purpose at the present time.			200.

FORM 6550

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission CHIEF ADMINISTRATIVE OFFICER — Index Number 221 — Sheet Number 3

				TOTAL $
O	One dictating machine. This equipment will enable the Chief Administrative Officer to dictate after office hours on week days and on weekends.			435.
P	One transcriber. To be used in connection with the dictating machine.			420.
Q	Reference texts. For various technical books which may be required during the year.			50.
R	Miscellaneous insurance			
	1. For burglary and mysterious disappearance insurance to cover all City departments, except the Tax Collector and Treasurer for the same limits. Viz: $300,000 inside premises and $75,000 outside premises. (3 year policy)	Premium $ 1,000.		
	2. For burglary and mysterious disappearance insurance to cover all collections of the Tax Collector for the same limits, Viz: $300,000 inside premises and $75,000 outside premises. (3 year policy)	Premium 500.		1,500.
S	Membership dues in the International City Managers Association. Per Ord. No. 5142, Sept. 8, 1948			15.
T	League of California Cities. Includes a $5. increase to cover the annual assessment by the Peninsular Division, League of California Cities.			8,515.
U	Survey-Code Enforcement Organization and Procedure. Survey to determine improvements which should be made to improve the organization of units of City government involved in enforcement of various building and housing laws. Survey will encompass Bureau of Building Inspection, Dept. of Public Works, and Housing Inspection Division, Dept. of Public Health, as well as other units of City government. Survey will examine feasibility of consolidation of various units and simplification of procedures.		Increase $ 25,000.	25,000.
V	Survey-Municipal Office Building. Survey to determine feasibility of using the block immediately south of the War Memorial Opera House for a City office building. Survey would determine departments which could be located there and indicate the size of the required structure.		Increase 25,000.	25,000.
W	Publicity and Advertising The request of $1,000,000 is based upon estimated revenue of this amount or more from the hotel tax. The $1,000,000 will be allocated by the Chief Admin. Officer for publicity and advertising purposes.		Increase 500,000.	1,000.000.
X	General Bond Interest and Redemption Fund		Increase 1,538,417	18,374,316.
Y	P.S.E. Bond Interest & Redemption		Increase 1,512,935	15,874,185.
	TOTAL General City and P.S.E.	TOTAL INCREASE	3,051,352	34,248,501.

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BOND INTEREST AND REDEMPTION REQUIREMENTS, FISCAL YEAR 1962-63

NAME OF BOND FUND	SERIES	INTEREST RATE	DATE OF ISSUE	INTEREST	REDEMPTION	TOTAL
Schools, 1923		5%	3-1-23	75,000	300,000	375,000
Sewers, 1933		4%	12-1-33	4,200	80,000	84,200
Sewers, 1944	B	2 1/2%	2-1-48	13,325	533,000	546,325
Street Improvement, 1947	B	1 1/2%	8-1-49	5,212.50	139,000	144,212.50
" " "	C	1 1/2%	11-1-49	14,625	390,000	404,625
" " "	D	1 1/4%	9-1-50	2,537.50	58,000	60,537.50
" " "	E	1 1/2%	3-1-52	15,000	200,000	215,000
" " "	F	1 3/4%	12-1-52	10,981.25	115,000	125,981.25
" " "	G	1 1/4%	3-1-54	2,500	100,000	102,500
" " "	H	2 1/4%	1-1-56	8,887.50		8,887.50
" " "	H	2%	1-1-56	10,000	100,000	110,000
" " "	I	2 1/2%	4-1-57	46,250	185,000	231,250
" " "	J	2 1/4%	5-1-58	9,000	100,000	109,000
" " "	J	2 1/2%	5-1-58	17,500		17,500
" " "	K	2 1/2%	12-1-58	3,562.50	95,000	98,562.50
" " "	K	2 3/4%	12-1-58	7,837.50		7,837.50
" " "	K	3%	12-1-58	19,200		19,200
Off Street Parking, 1947	A	1 1/2%	3-1-52	3,000	40,000	43,000
" " " "	B	2 1/4%	1-1-56	16,537.50		16,537.50
" " " "	B	2%	1-1-56	17,100	125,000	142,100
" " " "	C	2 1/4%	6-1-58	12,150	135,000	147,150
" " " "	C	2 1/2%	6-1-58	23,000		23,000
Juvenile Court & Detention Home, 1948	B	1 1/2%	11-1-49	2,400	64,000	66,400
Recreation, 1947	B	1 1/2%	11-1-49	3,337.50	89,000	92,337.50
" "	C	1 1/4%	9-1-50	956.25	153,000	153,956.25

BOND INTEREST AND REDEMPTION REQUIREMENTS, FISCAL YEAR 1962-63

NAME OF BOND FUND	SERIES	INTEREST RATE	DATE OF ISSUE	INTEREST	REDEMPTION	TOTAL
Recreation, 1947	C	1 1/2%	9-1-50	6,885		6,885
" "	D	2 1/2%	8-1-53	26,812.50	165,000	191,812.50
" "	E	1 3/4%	4-1-55	12,862.50	95,000	107,862.50
" "	F	2 1/4%	1-1-56	11,137.50		11,137.50
" "	F	2%	1-1-56	13,100	115,000	128,100
" "	G	2 1/2%	4-1-57	19,875	75,000	94,875
Sewage Treatment, 1948	A	1 1/2%	8-1-49	19,687.50	525,000	544,687.50
" " "	B	1 1/2%	11-1-49	7,837.50	209,000	216,837.50
" " "	C	1 1/2%	3-1-52	12,000	160,000	172,000
" " "	D	1 1/4%	3-1-54	2,500	100,000	102,500
" " "	E	2 1/4%	1-1-56	6,300		6,300
" " "	E	2%	1-1-56	9,200	100,000	109,200
" " "	F	2 1/4%	5-1-58	2,700	30,000	32,700
" " "	F	2 1/2%	5-1-58	5,250		5,250
Schools, 1948	B	1 3/4%	4-1-51	53,900	770,000	823,900
" "	C	1 1/2%	3-1-52	66,750	890,000	956,750
" "	D	1 3/4%	12-1-52	107,581.25	1,115,000	1,222,581.25
" "	E	2 1/2 %	8-1-53	52,000	320,000	372,000
" "	F	1 1/4%	3-1-54	2,500	200,000	202,500
" "	F	1 1/2 %	3-1-54	12,000		12,000
" "	F	1 3/4%	3-1-54	7,000		7,000
" "	O	1 3/4%	4-1-55	48,212.50	345,000	393,212.50
" "	H	2 1/2 %	4-1-57	16,625	65,000	81,625
Fire House, 1952	A	1 3/4%	4-1-55	21,700	155,000	176,700
" " "	8	2 1/4 %	1-1-56	6,300		6,300

BOND INTEREST AND REDEMPTION REQUIREMENTS, FISCAL YEAR 1962-63

NAME OF BOND FUND	SERIES	INTEREST RATE	DATE OF ISSUE	INTEREST	REDEMPTION	TOTAL
Fire House, 1952	B	2%	1-1-56	9,200	100,000	109,200
" " "	C	2 1/2 %	4-1-57	23,125	95,000	118,125
" " "	D	4%	2-1-60	800	20,000	20,800
" " "	D	3 1/4%	2-1-60	5,850		5,850
" " "	D	3 1/2 %	2-1-60	2,100		2,100
" " "	E	5%	7-1-61	1,500	20,000	21,500
" " "	E	2 1/2%	7-1-61	2,250		2,250
" " "	E	2 3/4%	7-1-61	825		825
" " "	E	3%	7-1-61	1,350		1,350
" " "	E	3 1/4%	7-1-61	1,462.50		1,462.50
San Francisco Hospital, 1954	A	2 1/4 %	1-1-56	11,137.50		11,137.50
" " " "	A	2%	1-1-56	13,100	115,000	128,100
" " " "	B	3%	11-1-57	31,500	100,000	131,500
" " " "	C	2 1/2 %	12-1-58	1,687.50	45,000	46,687.50
" " " "	C	2 3/4%	12-1-58	3,712.50		3,712.50
" " " "	C	3%	12-1-58	9,450		9,450
" " " "	D	3%	6-1-59	10,350	115,000	125,350
" " " "	D	3 1/4 %	6-1-59	32,825		32,825
" " " "	D	6%	10-1-60	900	30,000	30,900
" " " "	E	2 1/4%	10-1-60	2,025		2,025
" " " "	E	2 1/2%	10-1-60	2,250		2,250
" " " "	E	2 3/4 %	10-1-60	1,650		1,650
" " " "	E	3%	10-1-60	4,500		4,500
Sewers, 1954	A	2 1/4 %	1-1-56	21,375		21,375
" "	A	2%	1-1-56	21,000	140,000	161,000

BOND INTEREST AND REDEMPTION REQUIREMENTS, FISCAL YEAR 1962-63

NAME OF BOND FUND	SERIES	INTEREST RATE	DATE OF ISSUE	INTEREST	REDEMPTION	TOTAL
Sewers, 1954	B	3%	11-1-57	94,500	300,000	394,500
" "	C	2 1/2%	12-1-58	6,375	170,000	176,375
" "	C	2 3/4%	12-1-58	14,437.50		14,437.50
" "	C	3%	12-1-58	36,750		36,750
" "	D	4%	2-1-60	2,800	70,000	72,800
" "	D	3 1/4%	2-1-60	19,337.50		19,337.50
" "	D	3 1/2%	2-1-60	6,825		6,825
Laguna Honda Home & Hospital, 1954	A	2 1/4%	1-1-56	21,375		21,375
" " " " " "	A	2%	1-1-56	21,000	140,000	161,000
" " " " " "	B	2 1/2%	4-1-57	41,875	165,000	206,875
" " " " " "	C	2 1/4%	5-1-58	2,812.50	35,000	37,812.50
" " " " " "	C	2 1/2%	6-1-58	5,250		5,250
Exhibit Hall, 1954	A	2 1/2%	4-1-57	54,375	220,000	274,375
Recreation Centers 1954	A	2 1/4%	5-1-58	30,150	335,000	365,150
" " "	A	2 1/2%	5-1-58	58,000		58,000
Playgrounds & Recreation Centers 1955	A	3%	11-1-57	42,450	130,000	172,450
" " " " "	B	2 1/4%	6-1-58	5,962.50	70,000	75,962.50
" " " " "	B	2 1/2%	5-1-58	11,375		11,375
" " " " "	C	2 1/2%	12-1-58	1,500	40,000	41,500
" " " " "	C	2 3/4%	12-1-58	3,300		3,300
" " " " "	C	3%	12-1-58	8,400		8,400
" " " " "	D	4%	2-1-60	800	20,000	20,800
" " " " "	D	3 1/4%	2-1-60	5,850		5,850
" " " " "	D	3 1/2%	2-1-60	2,100		2,100
" " " " "	E	6%	10-1-60	2,100	70,000	72,100

BOND INTEREST AND REDEMPTION REQUIREMENTS, FISCAL YEAR 1962-63

NAME OF BOND FUND	SERIES	INTEREST RATE	DATE OF ISSUE	INTEREST	REDEMPTION	TOTAL
Playgrounds & Recreation Centers, 1955	E	2 1/4%	10-1-60	4,725		4,725
" " " " "	E	2 1/2%	10-1-60	4,875		4,875
" " " " "	E	2 3/4%	10-1-60	3,575		3,575
" " " " "	E	3%	10-1-60	9,750		9,750
Hall of Justice, 1956	A	2 1/2%	4-1-57	24,375	100,000	124,375
" " " "	B	2 1/4%	5-1-58	9,000	100,000	109,000
" " " "	B	2 1/2%	5-1-58	17,500		17,500
" " " "	C	2 1/2%	12-1-58	38,437.50	1,025,000	1,063,437.50
" " " "	C	2 3/4%	12-1-58	84,975		84,975
" " " "	C	3%	12-1-58	216,300		216,300
Schools, 1956	A	3%	11-1-57	126,000	400,000	526,000
" "	B	2 1/2%	12-1-58	9,375	250,000	259,375
" "	B	2 3/4%	12-1-58	30,625		30,625
" "	B	3%	12-1-58	51,750		51,750
" "	C	3%	6-1-59	5,400	60,000	65,400
" "	C	3 1/4%	6-1-59	17,550		17,550
" "	D	4%	2-1-60	12,600	315,000	327,600
" "	D	3 1/4%	2-1-60	91,812.50		91,812.50
" "	D	3 1/2%	2-1-60	32,550		32,550
" "	E	6%	10-1-60	10,050	335,000	345,050
" "	E	2 1/4%	10-1-60	22,612.50		22,612.50
" "	E	2 1/2%	10-1-60	25,125		25,125
" "	E	2 3/4%	10-1-60	18,425		18,425
" "	E	3%	10-1-60	49,500		49,500
" "	F	5%	7-1-61	12,750	170,000	182,750

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission CHIEF ADMINISTRATIVE OFFICER — Index Number 221 — Sheet Number 9

BOND INTEREST AND REDEMPTION REQUIREMENTS, FISCAL YEAR 1962-63

NAME OF BOND FUND	SERIES	INTEREST RATE	DATE OF ISSUE	INTEREST	REDEMPTION	TOTAL
Schools, 1956	F	2 1/2%	7-1-61	21,000		21,000
" "	F	2 3/4%	7-1-61	9,075		9,075
" "	F	3%	7-1-61	14,850		14,850
" "	F	3 1/4%	7-1-61	16,087.50		16,087.50
Recreation and Park, 1958	A	4%	2-1-60	3,400	85,000	88,400
" " " "	A	3 1/4%	2-1-60	25,187.50		25,187.50
" " " "	A	3 1/2%	2-1-60	9,450		9,450
" " " "	B	5%	7-1-61	1,500	20,000	21,500
" " " "	B	2 1/2%	7-1-61	2,500		2,500
" " " "	B	2 3/4%	7-1-61	1,100		1,100
" " " "	B	3%	7-1-61	1,500		1,500
" " " "	B	3 1/4%	7-1-61	1,462.50		1,462.50
Civic Center Auditorium Improvement 1959	A	5%	7-1-61	3,750	50,000	53,750
" " " " "	A	2 1/2%	7-1-61	6,250		6,250
" " " " "	A	2 3/4%	7-1-61	2,750		2,750
" " " " "	A	3%	7-1-61	4,500		4,500
" " " " "	A	3 1/4%	7-1-61	4,875		4,875
Estimated Sales				780,000	1,045,000	1,825,000
Total General City				3,439,316.25	14,935,000	18,374,316.25

BOND INTEREST AND REDEMPTION REQUIREMENTS, FISCAL YEAR 1962-63

NAME OF BOND FUND	SERIES	INTEREST RATE	DATE OF ISSUE	INTEREST	REDEMPTION	TOTAL
Water, 1910		4 1/2%	7-1-10	90,000	1,000,000	1,090,000
Hetch Hetchy Water, 1925		5%	1-1-25	81,250	250,000	331,250
Hetch Hetchy Water, 1928		4 1/2%	7-1-28	418,500	600,000	1,018,500
Spring Valley, 1928		4 1/2%	7-1-28	360,000	1,000,000	1,360,000
Hetch Hetchy, 1932		2 3/4%	6-1-32	2,722.50	11,000	13,722.50
" " "		3%	6-1-32	1,890	7,000	8,890
" " "		4%	6-1-32	4,680	13,000	17,680
" " "		5%	6-1-32	57,600		57,600
" " "		5 3/4%	6-1-32	15,467.50	169,000	184,467.50
Airport, 1945	E	1 1/2%	11-1-49	3,600	96,000	99,600
" "	F	1 1/4%	8-1-50	3,368.75	77,000	80,368.75
Municipal RY. Rehabilitation, 1947	A	2 1/2%	2-1-48	10,825	433,000	443,825
" " " "	B	2%	8-1-48	16,800	560,000	576,800
" " " "	C	1 1/2%	3-1-49	12,000	400,000	412,000
" " " "	D	1 1/2%	8-1-49	3,900	104,000	107,900
" " " "	E	1 1/2%	11-1-49	1,425	38,000	39,425
Hetch Hetchy Water, 1947	A	2 1/2%	2-1-48	56,250	375,000	431,250
" " " "	D	1 1/2%	11-1-49	26,062.50	695,000	721,062.50
" " " "	E	1 1/4%	9-1-50	15,618.75	357,000	372,618.75
" " " "	F	2 1/2%	8-1-53	18,062.50	115,000	133,062.50
Cherry Valley Dam, 1949	B	1 3/4%	12-1-52	20,912.50	220,000	240,912.50
Airport, 1949	A	1 1/4%	9-1-50	11,550	264,000	275,550
" "	B	1 3/4%	4-1-51	10,150	145,000	155,150
Hetch Hetchy Power, 1955	A	2 3/4%	4-1-57	48,125	875,000	923,125
" " " "	A	2 1/2%	4-1-57	175,000		175,000

BOND INTEREST AND REDEMPTION REQUIREMENTS, FISCAL YEAR 1962-63

NAME OF BOND FUND	SERIES	INTEREST RATE	DATE OF ISSUE	INTEREST	REDEMPTION	TOTAL
Hetch Hetchy Power, 1955	B	5 1/2%	11-1-57	17,875	650,000	667,875
" " " "	B	3%	11-1-57	294,000		294,000
" " " "	C	2%	5-1-58	22,000	275,000	297,000
" " " "	C	2 1/4%	5-1-58	12,375		12,375
" " " "	C	2 1/2%	5-1-58	20,250		20,250
" " " "	C	2 3/4%	5-1-58	51,975		51,975
" " " "	D	6%	12-1-58	3,300	110,000	113,300
" " " "	D	3 3/4%	12-1-58	3,937.50		3,937.50
" " " "	D	3 1/2%	12-1-58	3,675		3,675
" " " "	D	3%	12-1-58	44,100		44,100
" " " "	E	6%	6-1-59	6,600	110,000	116,600
" " " "	E	3%	6-1-59	12,600		12,600
" " " "	E	3 1/4%	6-1-59	40,950		40,950
" " " "	F	6%	2-1-60	52,500	100,000	152,500
" " " "	F	4%	2-1-60	9,000		9,000
" " " "	F	3 1/4%	2-1-60	29,250		29,250
" " " "	F	3 1/2%	2-1-60	55,125		55,125
" " " "	F	1%	2-1-60	2,250		2,250
" " " "	G	6%	10-1-60	157,500	750,000	907,500
" " " "	G	2 3/4%	10-1-60	103,125		103,125
" " " "	G	3%	10-1-60	112,500		112,500
" " " "	G	3 1/4%	10-1-60	97,500		97,500
" " " "	G	1%	10-1-60	7,500		7,500
Airport, 1956	A	3%	11-1-57	66,750	210,000	276,750
" "	B	2 1/2%	5-1-58	92,500	600,000	692,500

BOND INTEREST AND REDEMPTION REQUIREMENTS, FISCAL YEAR 1962-63

NAME OF BOND FUND	SERIES	INTEREST RATE	DATE OF ISSUE	INTEREST	REDEMPTION	TOTAL
Airport, 1956	B	2 1/4%	5-1-58	54,000		54,000
" "	C	4%	2-1-60	5,200	130,000	135,200
" "	C	3 1/4%	2-1-60	39,162.50		39,162.50
" "	C	3 1/2%	2-1-60	14,175		14,175
" "	D	5%	7-1-61	37,500	500,000	537,500
" "	D	2 1/2%	7-1-61	62,500		62,500
" "	D	2 3/4%	7-1-61	27,500		27,500
" "	D	3%	7-1-61	45,000		45,000
" "	D	3 1/4 %	7-1-61	48,750		48,750
Estimated Sales				891,500	625,000	1,516,500
Total P.S.E.				4,010,185	11,864,000	15,874,185
Total General City				3,439,316.25	14,935,000	18,374,316.25
Total All Issues				7,449,501.25	26,799,000	34,248,501.25

FORM 4160

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission CORONER

BUDGET EXPLANATIONS

Index Number 223

FISCAL YEAR 1962 - 3

Sheet Number 1

1A Decrease from $6084 last year due to error in 1961 - 2 budget.

1B Increase due to salary increment.

1C Decrease due to resignations of 2 permanent employees and replacement at entrance salary.

1D Overtime

Notes in previous budgets have indicated that employees are working many hours of overtime without pay. Usually we do not order them to work overtime when funds for a given quarter are running low, yet their loyalty to their jobs leads them to put in the time without officially reporting it as worked. I feel this is not proper and should not be expected. This year, the Coroner ordered that all overtime that was approved by him or the Chief investigator and then worked was to be reported and paid so as to determine how much money we actually need. In the first six months we used $650. Our overtime problem is unique and needs explanation. We operate three watches around the clock, seven days a week. In the Coroner's Investigator and Morgue Ambulance driver classes we have only one each on every watch. If a call comes into the office to respond to a scene of death at a home or public place, say one hour before the end of a watch, we must, when circumstances require, respond despite that the crew will run into fifteen to thirty minutes of overtime,(this includes travel to and from, plus time at the scene to investigate and thereafter make the removal). On getting back to the office, the investigator must still dictate a report, account for and dispose of property and valuables and arrange for notification of next of kin. If we did not go when called, it would be an additional 1½ hours until the next crew coming on would actually arrive at the scene. This is an unreasonable delay in responding as far as family or public is concerned. It ties up police and police equipment while they wait at the scene. Whether a death has criminal aspects and needs homiciate investigation depends upon the examination of the body. An hour, or hour and a half delay in learning of the criminal nature of a death thus delaying commencement of the investigation is not justified. Often the delay causes great problem to the funeral directors and undue delay in arranging funerals. Consideration for the family as well as funeral director is warranted in this regard. Some of our overtime money is spent in holding over an employee to cover a watch for another employee who calls in sick. It is difficult and, in fact, generally impossible to get people on short notice, who can handle these jobs as specialized as they are, in fact, even if we could use unskilled or untrained persons they are rare who will undertake the duties of a Coroner's investigator or Morgue Ambulance driver. Therefore, we must often hold an employee over and use overtime money for this purpose.
SUPPLEMENTAL APPROPRIATION will be needed before year is out. Likely amount $350.

1E HOLIDAYS

	RATE	DAYS	TOTAL
3 clerks, B 228, B 408 or B 512	31.16	12	$ 1122
3 coroner's investigator N 4	42.45	12	1528
3 morgue ambulance driver O 8	41.48	12	1493
1 morgue attendant I 106 or 2522	30.96	12	372
1 technician L 53 or L 55	39.47	5	197
1 senior clerk B 228	4.59	3½ hrs.	17
1 coroner's investigator N 4	5.31	3½ hrs.	19
1 morgue ambulance driver O 8	5.19	3½ hrs.	19.
1 morgue attendant I 106	4.06	3½ hrs.	15.
			$ 4782

FORM 4650

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission CORONER

BUDGET EXPLANATIONS

Index Number 223

FISCAL YEAR 1962 - 1963

Sheet Number 2

2A TEMPORARY SALARIES: Vacation and Sick relief

B 408	General Clerk Stenographer	4 weeks (incl. prem. pay)	$ 367
B 512	General Clerk Typist	16 " (to relieve one B 288 Senior Clerk and four B 512 Gen. Clerk typists - Two typists work nights)	1393
I 106	Morgue attendant	5 weeks	462
I 106	Morgue attendant, part time	2 "	62
L 108	Assistant Toxicologist	4 "	599
L 110	Toxicologist, part time	3 "	410
L 364	Physician Specialist, part time	4 "	748
L 502	Autopsy Surgeon, part time	7 "	1188
O 8	Morgue ambulance driver	36 " (premium pay for 2/3 of the time)	4373
			$ 9602
		SICK LEAVE	1000
		TOTAL	$10,602

1 Extra week for one clerk stenographers because of 1 week saved

1 Extra week for one clerk typist " " 2 weeks saved

1 Extra week for Assistant toxicologist " " 1 week saved

1 Extra week for Physician specialist " " 1 week saved

2 Extra week for Drivers " " 6 weeks saved

Alleeson	1 week
Leonard	1 week
Anthony	1 week
R.Kindred	1 week
K.Kindred	1 week
O'Gorman	1 week

2B (1) $100 for Coroner to attend State Coroner's Convention - provided for in Govt. Code, Sect. 29010 - place and date undetermined.

(2) $400 for Coroner to attend the meeting of the American Academy of Foreign Science, in Chicago, to be held in late February 1963 - said meeting is attended by representatives of all large cities and modern advances and developments in the field of legal medicine are reviewed and discussed.

2C Increase of $64 is to provide for installation and maintenance of crankcase blow-by device on 3 vehicles.

2D We require 2 stretchers recovered per year.

FORM 4280

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1902 - 1903

Department, Board or Commission CORONER — Index Number 223 — Sheet Number 3

3A MAINTENANCE AND REPAIR OF OFFICE EQUIPMENT: OFFICE EQUIPMENT TO BE MAINTAINED

1 Double Dictabelt Recorder in business office operating from a system of 5 individually activated microphones with switches in autopsy rooms at autopsy tables.

1 Timemaster Dictabelt Dictating Machine

1 Dictaphone Transcribing Machine

2 Dictabelt Transcribers

2 Dictaphone Recording Machines

1 Dictaphone Shaver

1 Gray Audograph Transcribing Machine

5 Standard Typewriters

2 Electric Typewriters

1 Public Address System, Court Room

1 Monroe Adding Machine

1 A.B. Dick Mimeograph Machine

2 Time stamp machines

1 RCA Intercommunicating Machine with two masters and five slaves.

3B Punch card system worked out by Central Tabulating Bureau, permits development of statistics for annual report and for full use of the wealth of information to be gained in field of study of accident prevention, public safety, study of diseases, their causes, incidence, etc.

3C Exact amount needed is in doubt, since full information not available. This is our estimate of what might suffice based on present experiences. One month of billing is all that is available.

3D We make great effort and spend much energy trying to render service by getting our work done and reports thereon as promptly as possible. Thereafter, for lack of sufficient postage, final reports that should have been mailed have been accumulating and waiting others to go to the same address to save postage. The modest increase will obviate this waste of effort and energy.

3E This increased figure for binding registers, necropsy, pathology and toxicology reports represents the exact contract price for this binding at this time.

3F Based on increasing age of vehicles thus slightly poorer mileage.

3G Increases in prices require a $25 increase for chemicals, reagents, and glassware for toxicology.

3H Increases in prices require a $50 increase for autopsy and pathology materials.

FORM 4130

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission CORONER

BUDGET EXPLANATIONS

FISCAL YEAR 1962 - 1963

Index Number 223 Sheet Number 4

4A In the 1961 - 1962 budget we were granted [illegible] for cleanliness and freedom from staining and soiling of toe tags which must finally be handled by clerical personnel. Also Verifax Machine paper, etc., are continuing need.

4B To replace an extremely old worn table model manual mimeograph machine. At least 40 years old. Total cost $267 Salvage value: None

4C New sedan replacing Chevrolet sedan 1956, 4 door Serial # A560025166. Purchasers Inventory #57-561
Mileage 49,285 - used by Dr. Henry W. Turkel, Coroner, and other members of staff for going to scenes of violent or questionable deaths, transporting witnesses, court reporter, etc., and other office business.

Estimated cost of replacement (including heater and defroster, spotlight mounted)	$2,180
Estimated trade-in allowance ( )205)	
Net amount requested	$2,180

4D Present scale is a cheap scale, 10 years old, which does not weigh accurately and tends to stick. We find need for a better scale that does work. Repair of the existing $3 scale unwarranted.

4E Have need for payroll calculations, percentage calculations, cost breakdowns, statistic development, etc. We have none such now.

4F This is to be used by doctor and assistant when doing autopsies on decomposed cased. Unit is a helmet that covers the operators head and is fed filtered air from an adjacent unit through a flexible hose. Air entering helmet is free of odor and organisms, thus eliminating the revolting experience of standing over the body with its powerful odor.

4G Coroner, designated as Administrative Officer to arrange for decent interment of Veterans and Veteran's widows - File #175-61 Ordinance No. 126-61

4H

California State Coroners Association Dues	$20.00
National Coroners Association Dues	10.00

Membership in above organizations authorized by ordnance #8554 (series of 1939)

1-A Changes due to salary increment increases, and to replacement of retired employees.

1-B Increased use is being made of the reproduction bureau for intermittently used forms; forms used in the Pre-Trial and Domestic Relations Courts; and for emergency requirements.

1-C The change in the Juvenile Court Law effective September 15, 1961, increased the postage requirements of this office. Many notices have to be served by certified mail.

1-D No special indices are required this fiscal year and therefore no extra bookbinding need be provided. Only annual bookbinding of the probate, juvenile, criminal, and psychopathic minutes of the court is needed, as well as the necessary maintenance binding of over 1500 books or indices regularly used that must be done. Funds must be provided for microfilming.

Breakdown of requirements are:

Bookbinding	$425
Microfilming	300
Total	$725

1-E A supplementary appropriation of $1,250 was required to cover annual requirements. Failure of this office to allow for a sharp rise of about 30% in the cost of registers, minute sheets and folders resulted in a request and allotment of insufficient funds to cover operating requirements last fiscal year.

The detailed breakdown of requirements are:

320,000 forms of various types, about 100 different forms	$3,000
40 Minute books & registers	3,000
25,000 Folders, special types	2,000
26,000 minute sheets, various	1,000
76,000 fee tags	600
Misc. supplies	400
	$10,000

1-F A supplementary appropriation of $750 was required for the past fiscal year. An expected saving of $1,700 in materials was not realized from the substitution of microfilming in lieu of photostating judgments and decrees, and from the use of a photocopy machine instead of the photostat for doing paid reproduction work.

While one position of a photostat operator was eliminated, and while microfilming was in line with expectations, the photocopy machine was found to have definite limitations and was more expensive to use than anticipated. It was necessary to use the photostat machine in the Recorder's Office to do some of the paid reproduction work and to purchase additional supplies for that purpose. However, a net saving of $1,000 is still realized, when the current request is compared to an average expenditure of about $3,000 a year prior to 1960-61.

The breakdown of requirements are:

Photocopy paper and other supplies	$1,750
Microfilm	250
	$2,000

1-G Replacement typewriters requested to replace two typewriters that are no longer economically worth the cost of a major overhaul because of age and condition. One of these typewriters is 32 years old and the other is 25 years old.

Brand & Serial No.	Type	Age	Condition
Underwood - 3724692	16"	32	poor
Underwood - 4680451	Std.	25	poor

1-H This is a partial replacement for binders in which current indices are kept and which the public as well as office personnel are constantly using. These binders are well over 30 years old, and soiled to such a degree that they are a disgrace to the office. The metal hinges have become brittle, break frequently, and leave sharp exposed edges which may cause damage or injury to the public using these indices.

1-I Official Travel

By whom:	County Clerk
Purpose:	Attendance at annual County Clerk's Convention and membership dues therein
Membership:	Authorized by Gov. Code Section 29610
Date of Meeting:	March, 1963. 3 days.
Place of Meeting:	Undetermined as of this date.

A ROUTINE TRAVEL

To attend State Legislative meetings and hearings in Sacramento in connection with proposed legislation on records, etc. . . . . $ 20.00

OFFICIAL TRAVEL

Number of Persons to Attend: 1

Purpose: Attend annual conference, League of California Cities

Membership Therein Authorized By: Sec. 16.6, Administrative Code

Date of Meeting: October 21-24, 1962

Place of Meeting: Los Angeles, California

Amount Requested: Air Transportation, round trip, without tax . . . . . $ 42.50
To and from Airport 7.50
Registration 15.00
Per Diem 80.00
145.00
$ 165.00

B For maintenance and repair of one typewriter and one calculator. Reduction due to not needing to rent a long carriage typewriter for budget preparation. Also, in the 1961-62 budget funds were needed to overhaul the calculator, the cost estimated at $40. The actual cost was $17.

C The request in OE 371 has been reduced by $70 to compensate for not having a photocopy machine in our own office. Hence, it is necessary to make greater use of the Reproduction Bureau for duplication of forms, reports, etc.

D Based on a monthly recurring charge of $18.50 ($222) plus a small amount for long distance calls.

E Yearly renewal subscription to "The American City".

F The 1961-62 budget request included an allowance for photocopy paper to be used with a requested photocopy machine. The machine was deleted, and it has not been practical to fully make use of the suggested plan where we buy our own photocopy paper and use it on a borrowed photocopy machine.

G Additional funds needed for supplies. Present funds will not be sufficient for this fiscal year. A Transfer of Funds has been made for additional funds.

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission ELECTRICITY

BUDGET EXPLANATIONS

FISCAL YEAR 1962-63

Index Number 231 Sheet Number 1

A DUE TO SALARY INCREMENT OF ONE (1) B-6 ACCOUNTANT II.

B DUE TO SALARY INCREMENT OF ONE (1) E-52 FIRE DISPATCNER.

C TO PROVIDE SUFFICIENT FUNDS FOR ONE B-4 ACCOUNTANT I AND ONE B-6 ACCOUNTANT II TO PREPARE COST ESTIMATES FOR TNE DEPARTMENT OF ELECTRICITY ANNUAL BUDGET.

B-4 - 9 HOURS	$ 44.00
B-6 - 27 HOURS	156.00
	$200.00

AMOUNT NECESSARY TO INSURE UNINTERRUPTED OPERATIONS OF THE FIRE ALARM OFFICE (BASED ON PAST EXPERIENCE OF LAST 12 MONTNS).

SCNEDULED WEEKLY SHIFT FOR TELEPRONE OPERATORS:

10 DAYS	P @	29.94	$299.00	
5 DAYS	N @	28.74	144.00	$ 443.00

EMERGENCY OVERTIME FOR FIRE DISPATCNER:

30 DAYS	P @	47.61	$1428.00	
10 DAYS	N @	45.71	457.00	1885.00
TOTAL AMOUNT REQUIRED				$2328.00

D TO PROVIDE NECESSARY FUNDS TO MAINTAIN UNINTERRUPTED OPERATION ON TWELVE (12) LECAL HOLIDAYS.

FIVE (5) FIRE DISPATCHERS @ 45.71 N	$2743.00	
ONE (1) CHIEF FIRE DISPATCNER @ 51.59 N	619.00	$3362.00
THREE (3) TELEPHONE OPERATORS@ 28.74 N		1035.00
		$4397.00

E TO PROVIDE SUFFICIENT FUNDS FOR ONE REGULAR SNIFT EACN WEEK FOR A TELEPHONE OPERATOR, VACATION RELIEF OF ALL FIRE ALARM PERSONNEL AND ABSENCE DUE TO ILLNESS.

SCHEDULED TELEPNONE OPERATOR -- ONE SNIFT PER WEEK (53 SUNDAYS):

20 DAYS	N 6	@	$17.05	$102.00		
	P 14	@	$18.16	254.00	$ 356.00	
23 DAYS	N 7	@	$15.50	$109.00		
	P 16	@	$16.469	264.00	373.00	
10 DAYS	N 3	@	$14.208	$ 43.00		
	P 7	@	$15.096	106.00	149.00	$ 878.00

VACATION RELIEF -- TELEPHONE OPERATOR

1 MONTH	N	@	$341.00	$341.00	
2 MONTHS	P	@	$362.50	725.00	$1066.00

VACATION RELIEF -- FIRE DISPATCHER

1¼ MONTHS	N	@	$543.00	$679.00		
3¼ MONTHS	P	@	$576.94	1875.00	2554.00	$ 3620.00

INTERMITTENT AS NEEDED, TELEPHONE OPERATOR

9 DAYS	N	@	$15.50	$ 140.00	
22 DAYS	P	@	$16.469	362.00	$ 502.00
					$ 5000.00

A TO ALLOW THE CHIEF, DEPARTMENT OF ELECTRICITY TO ATTEND THE INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION CONVENTION, AS A MEMBER OF THE EXECUTIVE BOARD, TO BE HELD IN MONTREAL, CANADA.

AIR FARE TO MONTREAL, CANADA	$ 321.00
FIVE (5) DAYS @ $20.00 PER DAY	100.00
TWO (2) STATE MEETINGS, LOCATIONS TO BE DETERMINED AT A LATER DATE	150.00
	571.00

B EXPERIENCE OF PREVIOUS FISCAL YEARS INDICATES TRAT THE AMOUNT REQUESTED WILL BE THE MINIMUM AMOUNT NECESSARY FOR THE MAINTENANCE AND REPAIR OF TYPEWRITERS, ADDING MACHINES AND CALCULATORS.

C THE AMOUNT OF $6510.00 WAS RECOMMENDED BY THE BUREAU OF LIGHT, HEAT AND POWER TO BE TRANSFERRED.

D THE NUMBER OF STAMPED ENVELOPES REQUESTED IN FISCAL YEAR 1961-62 WAS BELOW NORMAL DUE TO THE SUPPLY ON HAND CARRIED OVER FROM PRIOR YEARS.
TO BRING UP THE NECESSARY SUPPLY OF STAMPED ENVELOPES TO MEET REQUIREMENTS IN FISCAL YEAR 1962-63.

A A RECURRING EXPENSE WHICH HAS NEVER BEEN BUDGETED.

EVERY NEW EMPLOYEE IN THE DEPARTMENT OF ELECTRICITY IS ISSUED AN IDENTIFICATION CARD.

B TO OVERHAUL TWO (2) OFFICE TYPEWRITERS. APPROXIMATE COST $50.00 EACH.

O THE FIRST SIX MONTHS EXPERIENCE INDICATES THAT THE AMOUNT REQUESTED WILL BE NECESSARY FOR THE FISCAL YEAR 1962-63.

D

THREE (3) AMERICAN FLAGS, 6 FT. X 10 FT. @ $15.00		$45.00
THREE (3) CALIFORNIA BEAR FLAGS, 3 FT. X 4½ FT. $4.50		13.50
		$58.50

E TO REPLENISH THE FOLLOWING PRINTED FORMS:

FORM 1402 BOX ALARMS	25,000 @ $2.00 M	$ 50.00
FORM 1422 COMPLAINTS	6,000 @ $4.00 M	24.00
FORM 1427 DAILY RECORD	500 @ $70.00 D	70.00
FORM 1428 RECORD OF ALARMS	1,000 @ $80.00 M	80.00
FORM 1429 TRAFFIC SIGNAL COMPLAINTS	500 @ $50.00 D	50.00
FORM 1433 MONTHLY SUMMARY	100 @ $20.00 C	20.00
MISCELLANEOUS OFFICE SUPPLIES:		
DITTO FLUID, PAPER, GUMMED LETTERS, ETC.		150.00
½" REGISTER TAPE	750 LBS. @ $ .35 LB.	262.50
1-3/8" REGISTER TAPE	500 LBS. @ $ .35 LB.	175.00
2-1/8" TIME STAMP REGISTER TAPE	150 ROLLS @$ .24 EA.	36.00 $ 917.50

F TO REPLACE TWO WOODEN OFFICE DESKS THAT CAME FROM TRE PURCHASING DEPARTMENT.

ONE FACTOR LACKING IN THE OVER-20-YEAR-OLD DESKS IS THE FLEXIBILITY OF DRAWER ARRANGEMENTS TO PERMIT MAXIMUM SYSTEMATIC STORAGE AND EXTENSIVE REFERENCE SPACE.

WHEN SUBJECTED TO HEAVY LOADS, THE TWO WOODEN DESKS BECOME NOISY AND AN EFFORT TO USE.

A TO REPLACE TWO (2) UNDERWOOD TYPEWRITERS DATED JUNE 15, 1940 AND DECEMBER 27, 1949 WHICH WERE SUBJECTED TO HEAVY USE THROUGH THE YEARS. INVENTORY NOS. 49-061 (1940) AND 49-336 (1949).

THE RESULT OF THIS WEAR AND TEAR IS BEGINNING TO REFLECT IN INCREASED MAINTENANCE AND REPAIR.

B THE EXPANSION OF THE RADIO SYSTEMS USED BY THE VARIOUS DEPARTMENTS OF CITY GOVERNMENT WITH THE INCREASE IN THE NUMBER OF EQUIPMENTS AND COMPONENTS USED IN THESE SYSTEMS AND THE INCREASE IN THE NUMBER OF LOCATIONS AND VEHICLES IN WHICH THESE EQUIPMENTS ARE INSTALLED MAKES IT ESSENTIAL THAT AN ADEQUATE SYSTEM OF RECORDS AND FILES BE MAINTAINED. IN ADDITION TO THE SERVICE AND MAINTENANCE RECORDS OF THE WORK PERFORMED BY THE RADIO TECHNICIANS WHICH THE FEDERAL COMMUNICATIONS COMMISSION REQUIRES AND WHICH MUST BE KEPT IN AN ORDERLY MANNER WITH THE DATA REQUIRED READILY AVAILABLE, WORK PROGRESS, STOCK CONTROL, EQUIPMENT LOCATION, MATERIAL AND SUPPLY, AND ACCOUNT RECORDS FOR THE VARIOUS DEPARTMENTS RECEIVING SERVICE FROM THE RADIO DIVISION MUST BE MAINTAINED. AN EFFICIENT AND EFFECTIVE RADIO MAINTENANCE PROGRAM IS DEPENDENT ON THE MAINTENANCE OF AN ADEQUATE RECORD SYSTEM.

MAINTAINING AN ADEQUATE RECORD SYSTEM REQUIRES THE DAILY POSTING OF INFORMATION OBTAINED FROM THE RADIO SERVICE REPORTS PREPARED BY THE RADIO TECHNICIANS INTO A KARDEX SYSTEM CONTAINING APPROXIMATELY 6,000 CARDS REPRESENTATIVE OF THE VARIOUS LOCATIONS, VEHICLES, EQUIPMENTS, COMPONENTS, MATERIALS, REQUISITIONS, PURCHASE ORDERS, DEPARTMENTS AND ACCOUNTS INVOLVED IN THE RADIO MAINTENANCE PROGRAM. IN ADDITION TO THE POSTING OF INFORMATION, IT IS NECESSARY TO MAKE PERIODIC TABULATIONS OF POSTED INFORMATION FOR THE PURPOSE OF DETECTING INEFFICIENT OR INEFFECTIVE MAINTENANCE, ESTABLISHING MAINTENANCE COSTS AND ESTIMATES, AND PROVIDING A BASIS FOR PREPARING REQUIRED REPORTS AND JOB AND BUDGET ESTIMATES.

IN ADDITION TO MAINTAINING AN ADEQUATE RECORD SYSTEM, THE PROPER FUNCTIONING OF THE RADIO DIVISION REQUIRES THAT TECHNICAL INFORMATION, INFORMATION RELATIVE TO EQUIPMENTS, COMPONENTS AND PARTS, MATERIALS AND PRICES SECURED FROM MANUFACTURERS, APPLICABLE RULES AND REGULATIONS, CATALOGS AND ALL NECESSARY CORRESPONDENCE BE PROPERLY FILED AND AVAILABLE FOR THE READY REFERENCE OF THE RADIO ENGINEER.

THIS POSITION WILL ALSO BE RESPONSIBLE TO THE RADIO ENGINEER FOR THE ASSEMBLY OF INFORMATION AND MATERIAL FROM VARIOUS SOURCES FOR USE IN PREPARING CORRESPONDENCE, SPECIFICATIONS AND REPORTS AND FOR THE TYPING OF THIS INFORMATION.

THE WORK LOAD OF THE RADIO DIVISION HAS REACHED SUCH PROPORTIONS THAT THIS POSITION IS ABSOLUTELY NECESSARY TO PERFORM THESE FUNCTIONS. ATTEMPTS HAVE BEEN MADE TO UTILIZE PLANT CLERICAL HELP AND RADIO TECHNICIANS TO MAINTAIN EVEN THE BAREST OF RECORDS AND FILES. THESE ATTEMPTS ARE NOT SUCCESSFUL AND RESULT IN THE INEFFICIENT USE OF THE TIME OF THE RADIO ENGINEER IN SEARCHING OUT FILES AND INFORMATION NECESSARY FOR HIS WORK AND THE NEGLECT OF REGULAR WORK ASSIGNMENTS BY THE CLASSIFICATIONS INVOLVED.

WHEN PLANT CLERICAL ASSISTANCE HAS BEEN PROVIDED FOR THE RADIO SECTION, PLANT MAINTENANCE PERSONNEL HAVE BEEN ASSIGNED TO PERFORM PLANT CLERICAL WORK. THIS ASSIGNMENT OF PERSONNEL HAS BEEN INEFFICIENT AND HAS CAUSED PROTEST BY THE EMPLOYEES SO ASSIGNED AND BY THE UNION REPRESENTING THEM.

A NEW FIRE DEPARTMENT RADIO SYSTEM IS BEING INSTALLED AT THE PRESENT TIME AND SPECIFICATIONS FOR OTHER NEW AND EXPANDED RADIO SYSTEMS ARE BEING PREPARED. IT IS ESSENTIAL THAT ADEQUATE RECORDS AND FILE SYSTEMS BE ESTABLISHED PRIOR TO PLACING THESE SYSTEMS IN OPERATION. WE REQUESTED IN OUR BUDGET FOR 1960-61 THAT A B-2 ACCOUNT CLERK BE PROVIDED TO PERFORM THESE FUNCTIONS. AT OUR BUDGET HEARING WITH THE MAYOR, IT WAS SUGGESTED THAT WE SUBMIT A SUPPLEMENTAL APPROPRIATION FOR THIS POSITION WHEN THE FIRE DEPARTMENT SYSTEM WAS BEING INSTALLED. A REVIEW OF THE WORK TO BE ASSIGNED AND THE CHARACTERISTICS OF THE GENERAL CLERK-TYPIST CLASS WITH THE CHARACTERISTICS OF THE ACCOUNT CLERK CLASS INDICATES THAT THE DUTIES OF THE POSITION WOULD BE THOSE OF A GENERAL CLERK-TYPIST. CONSEQUENTLY, THIS REQUEST IS FOR ONE GENERAL CLERK-TYPIST IN LIEU OF THE ACCOUNT CLERK PREVIOUSLY REQUESTED TO PERFORM THE DUTIES URGENTLY REQUIRED.

A REQUEST FOR SUPPLEMENTAL APPROPRIATION WAS INITIATED ON NOVEMBER 3, 1960 FOR FUNDS TO PROVIDE THE SERVICES OF A CLERK-TYPIST ON A TEMPORARY BASIS THROUGH JUNE 30, 1961. THIS SUPPLEMENTAL APPROPRIATION WAS GRANTED AND THE SERVICES OF A CLERK-TYPIST WERE MADE AVAILABLE THROUGH JUNE 30,1961. FUNDS FOR CONTINUATION OF THIS POSITION AS A NEW PERMANENT EMPLOYMENT WERE AGAIN INCLUDED IN OUR BUDGET REQUEST FOR 1961-1962. THESE FUNDS WERE DELETED AT OUR BUDGET HEARING WITH THE MAYOR WITH THE EXPLANATION THAT THIS NEW PERMANENT POSITION COULD NOT BE ALLOWED AT THAT TIME.

A DUE TO SALARY STARTING AT THE ENTRANCE RATE FOR ONE (1) ASSISTANT ENGINEER II (ELECTRICAL).

B THIS POSITION IS URGENTLY NEEDED TO ASSIST TRE RADIO ENGINEER IN THE DISCHARGE OF HIS DUTIES AND RESPONSIBILITIES IN THE OPERATION OF THE RADIO DIVISION OF THE DEPARTMENT OF ELECTRICITY. THE WORK LOAD PLACED ON THE RADIO ENGINEER HAS INCREASED TREMENDOUSLY WITH THE RELOCATION AND EXPANSION OF CONTROL FACILITIES OF THE POLICE RADIO SYSTEM FROM THE OLD HALL OF JUSTICE TO THE NEW HALL OF JUSTICE, THE INSTALLATION OF THE FIRE DEPARTMENT RADIO SYSTEM, THE INCREASE IN RADIO INSTALLATIONS IN THE CENTRAL RADIO STATION, THE INCREASED EMPHASIS ON DISASTER COMMUNICATIONS, THE REQUIREMENTS FOR AN AIRPORT RADIO SYSTEM AND A LOCAL GOVERNMENT RADIO SYSTEM AND THE MANY CHANGES AND PROPOSED CHANGES IN THE RULES AND RE.ULATIONS OF THE FEDERAL COMMUNICATIONS COMMISSION, DESIGNED TO KEEP ABREAST OF PROGRESS AND EVER INCREASING DEMAND FOR MORE RADIO FREQUENCY CHANNELS. THIS WORK LOAD HAS INCREASED TO SUCH PROPORTIONS, THAT IN SPITE OF OUR EFFORTS TO ENGAGE QUALIFIED OUTSIDE CONSULTANTS TO ASSIST IN THE PREPARATION OF SPECIFICATIONS AND EXPEDITE THE COMPLETION OF VARIOUS PROJECTS, A BACKLOG EXISTS. SPECIFICATIONS FOR AN AIRPORT RADIO SYSTEM WHICH IS URGENTLY NEEDED AND WHICH SHOULD HAVE BEEN COMPLETED IN JANUARY 1961 WILL NOT BE COMPLETE UNTIL JANUARY 1962. SPECIFICATIONS FOR A MOBILE COMMUNICATIONS CENTER FOR THE DISASTER CORPS, WHICH SHOULD HAVE BEEN COMPLETED AND IN OPERATION PRIOR TO JULY 1961, HAVE BEEN FURTHER DELAYED AND CANNOT BE COMPLETED BEFORE APRIL 1962. FUNDS WERE PROVIDED IN THE DEPARTMENT OF ELECTRICITY BUDGET FOR 1960-1961 FOR AN URGENTLY NEEDED LOCAL GOVERNMENT RADIO SYSTEM. IT HAS BEEN NECESSARY TO DEFER THE PREPARATION OF SPECIFICATIONS FOR THIS SYSTEM IN ORDER TO MEET OUR COMMITMENTS TO OTHER DEPARTMENTS AND THIS SYSTEM CANNOT BE COMPLETED BEFORE JUNE OF 1962. ONCE DELAYS ARE ENCOUNTERED IN THE COMPLETION OF PROJECTS, THE NON PRODUCTIVE WORK LOAD OF THE RADIO ENGINEER INCREASES BECAUSE OF THE ADDITIONAL WORK IN TRANSFERRING FUNDS AND PREPARING NECESSARY REPORTS EXPLAINING THE REASONS FOR THE DELAYS. THE DUTIES AND RESPONSIBILITIES OF THE RADIO ENGINEER AND THE RADIO DIVISION ARE NOT TERMINATED WITH THE COMPLETION OF SPECIFICATIONS FOR THE VARIOUS PROJECTS, THEY CONTINUE ON THROUGH THE INSPECTION AND ACCEPTANCE AND FOR THE DURATION OF THE OPERATION OF THE SYSTEM INVOLVED, WITH REVISIONS, MODIFICATIONS AND EXPANSIONS UNTIL SUCH TIME AS THE SYSTEM BECOMES OBSOLETE, AT WHICH TIME THE CYCLE OF ESTIMATING, BUDGETING, PREPARATION OF SPECIFICATIONS, PROCUREMENT AND OPERATION IS REPEATED. EACH NEW OR EXPANDED SYSTEM WITH ITS ATTENDANT PROBLEMS OF OPERATION AND MAINTENANCE ADDS TO THE WORK LOAD.

RECENT RULE CHANGES OF THE FEDERAL COMMUNICATIONS COMMISSION IN ASSIGNING TERTIARY SPLIT CHANNELS AND IN RELAXING REQUIREMENTS FOR CONCURRENCES OF USERS OF ADJACENT CHANNELS HAVE MADE IT POSSIBLE FOR MANY MORE USERS TO OPERATE RADIO SYSTEMS: HOWEVER THE RADIO ENGINEER MUST BE INCREASINGLY MORE VIGILANT IN REVIEWING THE RECOMMENDATIONS OF VARIOUS FREQUENCY ADVISORY COMMITTEES AND CONSULT WITH THEM PRIOR TO THEIR RECOMMENDATIONS IN ORDER TO MINIMIZE POSSIBLE INTERFERENCE PROBLEMS. IN ADDITION THE ASSIGNMENT OF THESE CHANNELS AND THE INCREASE IN THE NUMBER OF OPERATING RADIO SYSTEMS IN TRE AREA, INCREASE THE PROBABILITY OF INTERMODULATION AND RESULTANT INTERFERENCE, EITHER TO CITY SYSTEMS OR BY CITY SYSTEMS TO OTHERS.

BUDGET ESTIMATES WERE SUBMITTED BY THE DEPARTMENT OF ELECTRICITY FOR INCLUSION IN THE FIRE DEPARTMENT BUDGET REQUEST FOR 1962-63 FOR A MICROWAVE SYSTEM, A MOBILE COMMAND CAR AND SEVERAL TYPES OF PERSONALIZED AND PORTABLE RADIO EQUIPMENTS FOR SCENE OF FIRE COMMUNICATIONS. IT WILL BE THE RESPONSIBILITY OF THE RADIO ENGINEER TO PROVIDE SPECIFICATIONS FOR THIS EQUIPMENT AND FOR THE RADIO DIVISION TO ASSUME RESPONSIBILITY FOR ITS SUCCESSFUL OPERATION AND MAINTENANCE. IN MOVING TO THE NEW HALL OF JUSTICE THE FOUR POSITION RADIO OPERATING CONSOLE WAS EXPANDED TO

EIGRT POSITIONS. THE VOLUME OF POLICE RADIO TRAFFIC ON THEIR CHANNELS HAS INCREASED SUFFICIENTLY TO WARRANT CONSIDERATION OF ADDITIONAL CHANNELS. THIS STUDY OF TRAFFIC LOADING AND EXPANSION IS THE RESPONSIBILITY OF THE RADIO ENGINEER. RADIO HAS PROVEN AN INVALUABLE AID IN THE PREVENTION, DETECTION AND INVESTIGATION OF CRIME AND IN THE APPREHENSION OF CRIMINALS; HOWEVER, THE APPLICATION OF MINIATURE AND MICRO-MINIATURE TRANSISTORIZED RADIO EQUIPMENT PROMISES, WITH THE ADVENT OF LICENSING OF MOBILE (MOBILE RELAY STATIONS), TO PROVIDE LAW ENFORCEMENT WITH EVEN GREATER BENEFITS. THE EXPLORATION OF ALL IMPROVEMENTS IN THE ART OF RADIO COMMUNICATION AND CONSULTATION WITH DEPARTMENTAL COMMUNICATION REPRESENTATIVES RELATIVE TO THE ADEQUACY OF RADIO AND ALLIED COMMUNICATIONS FACILITIES IS THE CONTINUING RESPONSIBILITY OF THE RADIO ENGINEER. THE NEW HALL OF JUSTICE HAS BEEN DESIGNED TO ACCOMMODATE CLOSED CIRCUIT TELEVISION AND DISCUSSIONS ARE PRESENTLY UNDERWAY ON HOW BEST TO USE THIS MEDIUM IN LAW ENFORCEMENT.

AT THE TIME OF PLANNING THE FIRE DEPARTMENT MICRO-WAVE SYSTEM BETWEEN THE CENTRAL FIRE ALARM OFFICE AND THE CENTRAL RADIO STATION PLANS ALSO WILL BE MADE AND ESTIMATES SUBMITTED FOR A MICRO-WAVE LINK BETWEEN THE HALL OF JUSTICE AND THE CENTRAL RADIO STATION.

FUNDS HAVE BEEN INCLUDED IN THE DEPARTMENT OF ELECTRICITY BUDGET REQUEST FOR 1962-63 TO REPLACE THE DEPARTMENT OF PUBLIC WORKS RADIO SYSTEM, AND IN THE MUNICIPAL RAILWAY BUDGET REQUEST FOR REPLACEMENT OF THEIR RADIO SYSTEM. BOTH RADIO SYSTEMS ARE OBSOLETE AND MUST BE REPLACED PRIOR TO NOVEMBER 1, 1963. PREPARATION OF SPECIFICATIONS FOR THE PUBLIC WORKS SYSTEM IS THE RESPONSIBILITY OF THE RADIO ENGINEER. IN CONSULTATION, ASSISTANCE WAS PROVIDED BY THE RADIO ENGINEER TO THE MUNICIPAL RAILWAY IN THE PREPARATION OF THEIR BUDGET ESTIMATE AND FURTHER CONSULTATION AND ASSISTANCE WILL BE PROVIDED AT THE TIME OF PREPARING SPECIFICATIONS, SINCE BASE STATION EQUIPMENT OF THIS SYSTEM WILL BE INSTALLED IN THE CENTRAL RADIO STATION. MAINTENANCE OF THIS SYSTEM WILL BE PROVIDED BY THE RADIO DIVISION.

IN ADDITION TO FULFILLING ITS NORMAL RESPONSIBILITIES, THE DEPARTMENT OF ELECTRICITY IS ALSO CHARGED WITH INCREASED AND ADDITIONAL RESPONSIBILITIES IN FUNCTIONING AS THE COMMUNICATIONS DIVISION OF THE DISASTER COUNCIL AND CORPS. THE DISCHARGE OF THESE ADDITIONAL RESPONSIBILITIES REQUIRES CONTINUING LIAISON WITH OTHER CITY DEPARTMENTS AND WITH OTHER SERVICES AND DIVISIONS OF THE DISASTER CORPS (INCLUDING DEPARTMENTS, DIVISIONS AND SERVICES NOT NORMALLY RECEIVING SERVICE FROM THE DEPARTMENT OF ELECTRICITY). IT IS ALSO NECESSARY THAT LIAISON BE PROVIDED AND THE OPERATIONS OF THE MUNICIPAL COMMUNICATION SYSTEMS BE COORDINATED WITH PRIVATE FACILITIES (PACIFIC TELEPHONE COMPANY, WESTERN UNION, RADIO BROADCAST STATIONS, AMATEUR ORGANIZATIONS, CITIZEN'S RADIO ORGANIZATIONS, ETC.) AND WITH THE STATE DISASTER DIVISION OF COMMUNICATIONS AND THE ARMED FORCES. OPERATING AS A COMMUNICATIONS DIVISION OF THE DISASTER CORPS, IT IS ESSENTIAL THAT THE ATTACK WARNING AND COMMUNICATIONS ANNEXES OF THE SAN FRANCISCO DISASTER OPERATIONS PLAN, AND THE ALERTING AND NOTIFICATION PROCEDURE BE MAINTAINED IN A STATE OF READINESS WITH NOTIFICATIONS AND REVISIONS AS REQUIRED.

IN ORDER THAT THESE PLANS MAY BE EFFECTIVE, IT IS ESSENTIAL THAT PERSONNEL FROM OTHER CITY DEPARTMENTS AND VOLUNTEER CITIZENS BE RECRUITED AND TRAINED AND THAT FREQUENT DRILLS BE HELD FOR COMMUNICATIONS TRAINING.

IN ORDER TO FUNCTION AS A COMMUNICATIONS DIVISION IT IS NECESSARY FOR THE DEPARTMENT OF ELECTRICITY TO PROVIDE FOR THE OPERATION OF RADIO COMMUNICATIONS AND TELETYPE CIRCUITS BETWEEN THE SAN FRANCISCO OPERATIONAL AREA AND THE STATE, AND TO SUPERVISE THE OPERATION OF THE MESSAGE CENTER AT THE CONTROL CENTER.

THE DEPARTMENT OF ELECTRICITY HAS TRIED TO PERFORM THESE FUNCTIONS THROUGH THE RADIO ENGINEER WITH EXISTING PERSONNEL OF THE DEPARTMENT, WITH THE RESULT THAT BOTH NORMAL OPERATIONS OF THE RADIO DIVISION AND THE OPERATION OF THE DISASTER CORPS HAVE BEEN IMPAIRED AND A BACKLOG OF WORK EXISTS.

IN ORDER TO FULFILL THESE EVER INCREASING RESPONSIBILITIES, TO EFFECTIVELY DIRECT THE OPERATIONS OF THE RADIO DIVISION, AND TO CONTINUE TO FUNCTION AS THE COMMUNICATIONS DIVISION OF THE DISASTER CORPS, IT IS ESSENTIAL THAT THIS NEW POSITION BE PROVIDED TO ASSIST THE RADIO ENGINEER.

IN ORDER TO DETERMINE THE PROPER CLASSIFICATION FOR THIS POSITION, A REPRESENTATIVE OF THE CIVIL SERVICE COMMISSION WAS CONSULTED. AFTER REVIEWING THE REQUIREMENTS, IT WAS SUGGESTED THAT THE CLASSIFICATION REQUESTED BE USED WITH THE PAY SCALE AS INDICATED.

A DUE TO SALARY INCREMENT FOR ONE (1) RADIO ENGINEER.

B DUE TO LOWER SALARY SCALE FOR ONE (1) PARKING METER SERVICEMAN.

C IN VIEW OF THE FACT THAT THE NUMBER OF SIGNALIZED INTERSECTIONS HAVE INCREASED SINCE JANUARY 1952, FROM 340 TO THE PRESENT 689 AND THAT EACH YEAR MORE SIGNAL EQUIPMENT WILL REACH TRE AGE REQUIRING REPAINTING, AND ALSO, THAT AS THE EQUIPMENT GETS OLDER MUCH MORE TIME IS REQUIRED TO REMOVE THE INEVITABLE CORROSION WHILE PREPARING THE SURFACES FOR PRIMING, THE NEED FOR AN EXTRA PAINTER TO WORK AT PRESERVING THE TRAFFIC SIGNALS BECOMES APPARENT.

D THE CURRENT ERA IS SYMBOLIC OF CHANGE AND CHANGES CREATE WORK. EXPANSION IN VARIOUS STREET PROJECTS SUCH AS FREEWAYS AND REDEVELOPMENT PROGRAMS ARE AMONG THE CHANGES CAUSING AN INCREASE IN THE BACKLOG OF WORK TO BE PAINTED. IT IS IMPOSSIBLE TO COMPLETE ALL THE WORK CREATED BY CONSTRUCTION PROJECTS AND AT THE SAME TIME KEEP ABREAST OF EXPANDING ROUTINE MAINTENANCE. CONTINUATION OF THIS POLICY WILL CAUSE DESTRUCTION, BY CORROSION, OF THE EQUIPMENT NOT PROPERLY PAINTED AND IT IS OUR DUTY TO MAKE THIS FACT UNMISTAKABLY CLEAR.

A NEW PAINTER FOR THIS WORK AND A NEW PAINTER FOR TRAFFIC SIGNAL WORK WILL MAKE SIX PAINTERS ENGAGED IN ALL DEPARTMENTAL SERVICES; FIRE ALARM, POLICE COMMUNICATION, TRAFFIC SIGNAL, PARKING METERS AND AIR RAID SIRENS, AND SINCE THE LARGEST PERCENTAGE OF WORK IS DONE SCATTERED THROUGROUT THE CITY, TRE SIXTH PAINTER SHOULD BE A WORKING FOREMAN SO THAT DIRECT LEADERSHIP WILL BE EXERCISED BY A MECHANIC OF THE SAME CLASS HAVING DETAILED KNOWLEDGE OF THE TRADE. MORE THOROUGH SUPERVISION WILL PAY DIVIDENDS IN BETTER MORALE, MORE WORK, AND UNIFORMITY IN METHODS.

E DECREASE DUE TO ONE (1) WORKING DAY LESS THAN FISCAL YEAR 1961-62 FOR PER DIEM EMPLOYEES.

F NEW POSITION: ELECTRICAL DIVISION, DEPARTMENT OF ELECTRICITY - ASSIGNMENT - NEW HALL OF JUSTICE.

DUE TO THE IMMINENT COMPLETION OF THE NEW HALL OF JUSTICE IT IS ESSENTIAL THAT ARRANGEMENTS FOR EMERGENCY REPAIRS AND ROUTINE MAINTENANCE FOR THE GREATLY EXPANDED COMMUNICATION SYSTEMS AND NUMEROUS ALARM AND SIGNAL SYSTEMS INSTALLED AT THE NEW HALL OF JUSTICE BE PROVIDED AT THE EARLIEST POSSIBLE DATE.

WE HAVE DISCUSSED THIS PROBLEM WITH THE DEPARTMENT OF PUBLIC WORKS IN A JOINT MEETING AND WE ARE IN RECEIPT OF A LETTER, COPY ATTACHED, FROM REUBEN H. OWENS, DIRECTOR OF PUBLIC WORKS, INFORMING US THAT THE MAINTENANCE AND REPAIR OF THE COMMUNICATION SYSTEMS AND COMPLEX INSTALLATIONS OF ALARM AND SIGNAL DEVICES PRESENT A WORK LOAD BEYOND THE CAPACITY OF THE PUBLIC WORKS MAINTENANCE STAFF IN BOTH NATURE AND DEGREE. TREY RECOMMEND THAT INSTEAD OF THE DEPARTMENT OF PUBLIC WORKS SEEKING NEW EMPLOYMENT IN THIS SPECIALIZED FIELD, IT WOULD BE MORE LOGICAL AND ECONOMICAL FOR THE DEPARTMENT OF ELECTRICITY TO HANDLE ALL SYSTEMS OF THIS NATURE, AND THEY REQUEST THAT THE NECESSARY EMPLOYMENTS BE SOUGHT IN OUR 1962-1963 BUDGET. PENDING THE ESTABLISHMENT OF THESE BUDGETED POSITIONS, THEY ASK THAT WE PROVIDE THESE SERVICES ON THEIR BEHALF ON A WORK ORDER BASIS.

AS A RESULT OF THIS MEETING AND MR. OWENS' LETTER WE HAVE DECIDED TO ASSIGN ONE OF OUR PERMANENT ELECTRICIANS TO RESPOND TO COMPLAINTS, MAKE NECESSARY REPAIRS AND TO PROVIDE THE ROUTINE MAINTENANCE REQUIRED AT THE NEW HALL OF JUSTICE ON A TEMPORARY BASIS. WE WILL HIRE A TEMPORARY ELECTRICIAN AGAINST THE WORK ORDER ISSUED BY THE

DEPARTMENT OF PUBLIC WORKS UNTIL A PERMANENT EMPLOYEE CAN BE PROVIDED FOR THIS PURPOSE, EFFECTIVE JULY 1, 1962.

FOR YOUR INFORMATION WE HAVE PREPARED THE ATTACHED CHART SHOWING:

(1) SYSTEMS INVOLVED
(2) SYSTEMS PREVIOUSLY EXISTING
(3) SYSTEMS IN SERVICE AT THE NEW HALL OF JUSTICE
(4) TOTAL GAIN IN EQUIPMENTS
(5) NEW ANNUAL LABOR REQUIREMENTS

AS WE HAVE HAD NO PREVIOUS EXPERIENCE ON MANY OF THESE SYSTEMS AND AFTER CONSIDERING THE COMPLEXITY OF THE CIRCUITS INVOLVED, WE ARE NOT CERTAIN THAT ONE MAN CAN ADEQUATELY REPAIR AND MAINTAIN IN THE FIRST CLASS OPERATING CONDITION REQUIRED BY THE POLICE DEPARTMENT THE NUMEROUS COMMUNICATION, ALARM AND SIGNAL SYSTEMS INVOLVED. HOWEVER, WE ARE WILLING TO UNDERTAKE THIS ASSIGNMENT ON A TRIAL BASIS PROVIDING ONE PERMANENT ELECTRICIAN IS ALLOWED FOR THIS PURPOSE IN OUR 1962-63 BUDGET.

PROJECTION CHART OF VARIOUS COMMUNICATION
AND ALARM SYSTEMS IN NEW HALL OF JUSTICE AND
ESTIMATED LABOR MAINTENANCE REQUIREMENTS

SYSTEMS AND EQUIPMENT	EQUIPMENT EXISTING PREVIOUSLY	EQUIPMENT IN NEW HALL OF JUSTICE	TOTAL GAIN IN EQUIPMENT	NEW ANNUAL LABOR REQUIREMENTS	
RADIO MONITOR SYSTEM:					
AMPLIFIERS	4	8	4	4	Days
DUAL SPEAKERS	25	84	59	12	"
RING-IN TELEPHONE SYSTEM:					
SWITCHBOARD	1	1			
TELEPHONES (INCLUDING CALL DIRECTOR LOCALS)	17	72	55	10	Days
MASTER ANTENNA SYSTEM:					
EXT. ANTENNAS & MIXER	0	I	1	5	Days
MASTER AMPLIFIERS	0	3	3	3	Days
WALL OUTLETS	0	110	110	10	Days
CLOSED CIRCUIT TV SYSTEM: (CONDUIT ONLY):					
WALL OUTLETS	0	44	44	0	
COMMERCIAL TV SYSTEM (CONDUIT ONLY):					
WALL OUTLETS	0	15	15	0	
TELETYPE SYSTEM:					
TRANSMITTERS	2	3	1	3	Days
AUTOMATIC TAPE EQUIPT.	0	2	2	6	"
RECEIVERS	18	22	4	2	"
POWER SUPPLIES	0	2	2	2	"

STATUS BOARD EXT. SYSTEM					
STATUS BOARD	I	1	0	0	
STATUS BOARD EXTENSIONS	0	2	2	6	Days
BUILDING ALARM SYSTEM:					
ANNUNCIATOR PANEL	0	1	1	3	Days
ALARM DEVICES	0	58	58	11	"
ESCAPE ALARM SYSTEM:					
ACTUATION DEVICE	0	1	1	1	Days
ALARM SIGNAL DEVICES	0	10	10	5	"
CITY JAIL SYSTEM:					
ANNUNCIATOR PANEL	0	1	1	3	Days
ALARM DEVICES	2	29	27	7	"
COUNTY JAIL ALARM SYSTEM:					
ANNUNCIATOR PANEL	0	1	1	3	Days
ALARM DEVICES	0	48	48	9	"
BANK ALARM SYSTEM:					
ANNUNCIATOR PANEL	PRIVATELY OWNED	1	1	3	Days
RELAY RACKS		150	150	15	"
POWER SUPPLIES		4	4	4	"
FIRE ALARM CITY JAIL:					
ALARM STATIONS	0	3	3	3	Days
ALARM GONG	0	1	1	1	"
FIRE ALARM COUNTY JAIL:					
ALARM STATIONS	0	3	3	3	Days
ALARM GONG	0	1	1	1	"
AUXILIARY FIRE ALARM SYSTEM:					
CITY MASTER BOX	0	1	1	3	Days
ANNUNCIATOR PANEL	0	1	1	1	"
PUNCH REGISTER	0	1	1	1	"
AUXILIARY STATIONS	0	3	3	3	"
CITY JAIL INTERCOM SYSTEM:					
MASTER STATIONS	1	4	3	3	Days
REMOTE STATIONS	5	11	6	1	"
COUNTY JAIL INTERCOM SYSTEM:					
MASTER STATIONS	1	6	5	5	Days
REMOTE STATIONS	2	25	23	4	"

CONONER'S OFFICE					
INTERCOM SYSTEM:					
MASTER STATIONS	0	6	6	6	Days
REMOTE STATIONS	0	22	22	4	"
MAINTENANCE INTERCOM					
TELEPHONE SYSTEM:					
TELEPHONE INSTRUMENTS	0	14	14	3	Days
POWER SUPPLY	0	1	1	1	"
CITY JAIL INTERCOM					
TELEPHONE SYSTEM:					
TELEPHONE INSTRUMENTS	0	46	46	9	Days
POWER SUPPLY	0	1	1	1	"
COUNTY JAIL INTERCOM					
TELEPHONE SYSTEM:					
TELEPHONE INSTRUMENTS	0	64	64	12	Days
POWER SUPPLY	0	1	1	1	"
POLICE AUDITORIUM INTERCOM					
TELEPHONE SYSTEM:					
TELEPHONE INSTRUMENTS	0	4	4	1	Days
POWER SUPPLY	0	1	1	1	"
ELEVATOR TELEPHONE SYSTEM:					
TELEPHONE INSTRUMENTS	0	10	10	5	Days
CAFETERIA & PARKING AREA					
PAGING SYSTEM:					
MICROPHONES	0	3	3	2	Days
SPEAKERS	0	18	18	3	"
AMPLIFIER	0	1	1	1	"
TRAFFIC COURTS PAGING SYSTEM:					
MICROPHONES	0	3	3	2	Days
SPEAKERS	0	5	5	1	"
AMPLIFIERS	0	3	3	3	"
MUNICIPAL COURTS					
PAGING SYSTEM:					
MICROPHONES	0	4	4	2	Days
SPEAKERS	0	5	5	1	"
AMPLIFIERS	0	4	4	4	"
SUPERIOR COURTS					
PAGING SYSTEM:					
MICROPHONES	0	4	4	2	Days
SPEAKERS	0	9	9	2	"
AMPLIFIERS	0	4	4	5	"

SUPERIOR COURTS					
PUBLIC ADDRESS SYSTEM:					
MICROPHONES	0	13	13	4	Days
SPEAKERS	0	16	16	3	"
AMPLIFIERS	0	4	4	5	"
MUNICIPAL COURTS					
PUBLIC ADDRESS SYSTEM:					
MICROPHONES	0	12	12	3	Days
SPEAKERS	0	16	16	3	"
AMPLIFIERS	0	4	4	5	"
TRAFFIC COURTS PUBLIC ADDRESS SYSTEM:					
MICROPHONES	0	9	9	2	Days
SPEAKERS	0	12	12	2	"
AMPLIFIERS	0	3	3	4	"
POLICE AUDITORIUM					
PUBLIC ADDRESS SYSTEM:					
MICROPHONES	2	4	2	1	Days
SPEAKERS	4	8	4	1	"
AMPLIFIERS	1	1	0		
PHONOGRAPH	0	1	1	1	"
POLICE COMMISSION					
PUBLIC ADDRESS SYSTEM:					
MICROPHONES	0	5	5	2	Days
SPEAKERS	0	2	2	1	"
AMPLIFIERS	0	1	1	1	"
POLICE ASSEMBLY ROOM					
PUBLIC ADDRESS SYSTEM:					
MICROPHONES	0	2	2	1	Days
SPEAKERS	0	2	2	1	"
AMPLIFIERS	0	1	1	1	"
POLICE CLASSROOMS					
PUBLIC ADDRESS SYSTEM:					
MICROPHONES	0	3	3	2	Days
SPEAKERS	0	3	3	1	"
AMPLIFIERS	0	2	2	2	"
CORONER'S COURTROOM					
PUBLIC ADDRESS SYSTEM:					
MICROPHONES	0	2	2	1	Days
SPEAKERS	0	2	2	1	"
AMPLIFIERS	0	1	1	1	"

CHIEF OF POLICE INTERCOM TELEPHONE SYSTEM:					
TELEPHONE INSTRUMENTS	0	11	11	2	Days
AUTOMATIC SWITCHBOARD	0	1	1	5	"

GAIN IN EQUIPMENT -- TOTAL PIECES 1,021

NEW ANNUAL LABOR REQUIREMENTS -- TOTAL MAN DAYS 274

A INCREASE DUE TO WAGE ADJUSTMENT FOR PER DIEM EMPLOYEES.

B INCREASE OF $243 TO PROVIDE FUNDS FOR VACATION RELIEF FOR PLANT PERSONNEL:

M-264	FOREMAN INSTRUMENT MAKER (1)	15 DAYS	$ 507.00
M-280	PARKING METER SERVICEMAN (15)	11¼ MONTHS	5276.00
M-282	FOREMAN P.M. SERVICEMAN (1)	15 DAYS	449.00
			$6232.00

C VACATION RELIEF FOR A TOTAL OF 95 DAYS @ $35.50 PER DAY $ 3373.00

EMERGENCY OVERTIME FOR A TOTAL OF 26 DAYS @ $53.25 PER DAY 1385.00

$ 4758.00

D VACATION RELIEF FOR A TOTAL OF 15 DAYS @ $38.50 PER DAY $ 578.00

EMERGENCY OVERTIME FOR A TOTAL OF 6 DAYS @ $57.75 PER DAY 347.00

$ 925.00

E VACATION RELIEF FOR A TOTAL OF 220 DAYS @ $33.79 PER DAY $7434.00

OVERTIME - 3 MEN ON TROUBLE DETAIL EACH SATURDAY, SUNDAY AND HOLIDAYS. THIS DETAIL OPERATES ON A 24 HOUR BASIS (113 DAYS X 3) 339 DAYS @ $67.58 PER DAY 22910.00

$30344.00

A	EMERGENCY OVERTIME FOR A TOTAL OF 10 DAYS @ $76.04 PER DAY	$ 760.00
B	VACATION RELIEF FOR A TOTAL OF 75 DAYS @ $25.80 PER DAY	$1935.00
C	VACATION RELIEF FOR A TOTAL OF 75 DAYS @ $3.46 PER HOUR	$2076.00
D	VACATION RELIEF FOR A TOTAL OF 80 DAYS @ $3.72 PER HOUR	$2381.00

E THIS AMOUNT BUDGETED AT TRE REQUEST OF THE DEPARTMENT OF PUBLIC WORKS TO PROVIDE FOR EXTRA WORK OTHER THAN MAINTENANCE, AND UNFORESEEN CONTINGENCIES TO BE REQUESTED BY SERVICE ORDER.

F THE DEPARTMENT OF ELECTRICITY HAS BEEN REQUESTED BY BOTH THE POLICE AND FIRE DEPARTMENTS WHOSE RADIO COMMUNICATIONS SYSTEMS ARE LICENSED IN THE PUBLIC SAFETY RADIO SERVICE, TO ASSURE THE AVAILABILITY OF MAINTENANCE PERSONNEL FOR RESPONSE TO CORRECT ANY BREAKDOWN OR FAILURE IN THEIR RADIO COMMUNICATIONS SYSTEMS. THE POLICE DEPARTMENT UTILIZES RADIO AS A PRINCIPAL MEANS OF EMERGENCY COMMUNICATION AMONG MEMBERS OF THE DEPARTMENT; AND THE FIRE DEPAHTMENT WITH THE ADVENT OF THEIR NEW RADIO SYSTEM WILL DISPATCH FIRE APPARATUS BY MEANS OF RADIO IN ADDITION TO WIRE FACILITIES. IN ORDER TO ASSURE THE AVAILABILITY OF THIS SERVICE ON A 24-HOUR, SEVEN DAY A WEEK BASIS, THE DEPARTMENT OF ELECTRICITY HAS CONSIDERED THE POSSIBILITIES OF:

1. - ESTABLISHING SHIFTS.
2. - DETAILING ONE TECHNICIAN TO EACH OF THE NIGHT SHIFTS ON WEEKDAYS AND EACH SHIFT ON SATURDAYS AND SUNDAYS.
3. - INSURING THE AVAILABILITY OF A TECHNICIAN FOR CATASTROPHIC MAINTENANCE, REQUIRED OUTSIDE NORMAL WORKING HOURS, BY PROVIDING STANDBY PAY.

SINCE SHIFT WORK OR DETAIL WORK METHODS WOULD REQUIRE SEVERAL ADDITIONAL PERSONNEL, IT IS BELIEVED THAT AT THE PRESENT TIME MAINTENANCE REQUIREMENTS CAN BEST AND MOST ECONOMICALLY BE PROVIDED THROUGH ESTABLISHING A PERSONNEL STANDBY SYSTEM.

IT IS OUR UNDERSTANDING THAT A SYSTEM OF STANDBY IS USED IN THE WATER DEPARTMENT TO ADVANTAGE, WITH STANDBY PAY BEING ESTABLISHED AT 25% OF THE HOURLY BASE RATE FOR THE CLASSIFICATION. THE AMOUNT OF $6,691.00 HAS BEEN COMPUTED ON THE BASIS OF 25% OF THE HOURLY BASE PAY OF A RADIO TECHNICIAN FOR THE NUMBER OF HOURS DURING THE FISCAL YEAR FOR WHICH STANDBY IS REQUIRED. FROM THIS AMOUNT A DEDUCTION HAS BEEN MADE FOR THE NUMBER OF HOURS THAT IT IS ESTIMATED THE STANDBY MAN WILL BE CALLED TO WORK AS OVERTIME, AND FOR WHICH STANDBY FUNDS WILL NOT BE NECESSARY.

STANDBY:

258	WEEKDAYS	@	15½ HRS.	@	4.4375	Straight Time	$17745.56
52	SATURDAYS	@	16 "	@	"	" "	3692.00
53	SUNDAYS	@	24 "	@	"	" "	5644.50
2	HOLIDAYS	@	24 "	@	"	" "	213.00
							27295.06
	STANDBY @ 25% of $27295.06						6823.77

DEDUCTION FOR TIME THE STANDBY MAN WILL BE CALLED TO WORK -- 120 HRS. @ 4.4375 = 532.50

25% OF $532.50 = 133.13

~~6690.00~~

AMOUNT REQUESTED $ 6691.00

A ESTIMATED DECREASE IN LOCAL FARES.

B INCREASE OF $2315.00 TO PROVIDE SERVICES IMPOSSIBLE TO ANTICIPATE. DEFECTIVE BOLTS DISCOVERED IN THE ANTENNA TOWERS AT CHRISTMAS TREE POINT, INCIDENTAL TO WORK PERFORMED ON THE TOWERS BY OUR MECHANICS, REVEALED THE NECESSITY FOR EXHAUSTIVE INSPECTION AND TESTS BY EXPERTS. THE RESULTANT SURVEY CALLS FOR REPLACEMENT OF AN UNKNOWN QUANTITY OF BOLTS FOLLOWED BY COMPLETE REPAINTING OF THE TOWERS. THE COSTS ARE ESTIMATED AS FOLLOWS:

SEMI-ANNUAL INSPECTION AND TOWER MAINTENANCE:

(A)	ONE INSPECTION INCLUDING COLOR PHOTOGRAPHS OF JOINTS, MOUNTINGS, ETC.	$ 100.00
(B)	ONE INSPECTION WITH PHOTOGRAPHS AND INCLUDING SHOCK TESTS OF ALL BOLTS	275.00
(C)	MINOR MAINTENANCE AND REPAIR FOUND NECESSARY AND PERFORMED AT TIME OF INSPECTION	150.00
		~~525.00~~
	REPLACEMENT BOLTS AS REQUIRED AND FOUND NECESSARY AS RESULT OF INSPECTION	400.00
	PAINTING OF TWO (2) TOWERS	2340.00
		$ 3265.00

A INCREASE NECESSARY FOR NEEDED REPAIRS TO VEHICLES.

B THE DEPARTMENT OF PUBLIC WORKS WILL BE BILLED BY THE CENTRAL SHOP FOR THE TWELVE (12) VEHICLES OWNED BY DEPARTMENT OF PUBLIC WORKS BUT IN THE PHYSICAL POSSESSION OF THE DEPARTMENT OF ELECTRICITY TO BE USED FOR THE MAINTENANCE OF TRAFFIC SIGNALS.

C INCREASE OF $150., TO PROVIDE SERVICE ON NEW EQUIPMENT IN POLICE COMMUNICATIONS SERVICE. BREAKDOWN AS FOLLOWS:

$150. FOR SERVICE ON PORTABLE PUMPS, BLOWER, GENERATORS, PNEUMATIC TOOLS, ELECTRICAL MEASURING INSTRUMENTS, ETC.

40. FOR SERVICE ON ENDLESS CONVEYOR BELT IN THE HALL OF JUSTICE.

460. FOR SERVICE ON:

2 - 5 CHANNEL RECORDERS @ $150. EACH.
1 - 2 CHANNEL PLAYBACK INSTRUMENTS @ $75. EACH.
1 - DICTAGHRON CLOCK @ $85. EACH.

THIS EQUIPMENT IS COMPLEX AND SPECIALIZED IN NATURE AND IN CONTINUOUS SERVICE SO IT MUST BE SERVICED BY SPECIALISTS. THE ABOVE WOULD PROVIDE FOR A ONE YEAR MAINTENANCE AND SERVICE CONTRACT.

D DECREASE OF $15.00

$360.- THIS AMOUNT IS BEING REQUESTED IN ORDER TO RECONDITION APPROXIMATELY 90 WALK-WAIT TUBES @ $4., EACH AND WILL MAKE UNNECESSARY THE PURCHASE OF AN EQUAL NUMBER OF NEW TUBES @ $7.80 EACH, RESULTING IN SAVINGS TO THE CITY OF APPROXIMATELY $3.80 FOR EACH NEW TUBE REHABILITATED.

$100.- NECESSARY FOR REPAIR OF ELECTRIC TEST METERS AND STOP WATCHES.

E DECREASE OF $50. THIS AMOUNT REQUESTED TO MICROFILM CIRCUIT RECORDS OF THE COMMUNICATIONS SYSTEMS INSTALLED IN THE NEW HALL OF JUSTICE THAT ARE TO BE MAINTAINED BY THE DEPARTMENT OF ELECTRICITY.

F THIS AMOUNT REQUIRED TO SEND ONE OF OUR ELECTRICIANS RESPONSIBLE FOR TELETYPE MAINTENANCE TO THE PACIFIC TELEPHONE COMPANY'S TELETYPE MAINTENANCE TRAINING SCHOOL FOR A SIX WEEKS TRAINING COURSE ON THE NEW HIGH SPEED TELETYPE EQUIPMENT RECENTLY INSTALLED FOR THE POLICE DEPARTMENT.

PACIFIC TELEPHONE AND TELEGRAPH COMPANY ADVISES THE COURSE WILL COST APPROXIMATELY $100 PER WEEK PER MAN FOR SIX WEEKS. AN ADDITIONAL $100 HAS BEEN ADDED TO COVER THE COST OF 30 ROUND TRIPS TO SAN JOSE, CALIFORNIA, AS P.T.&T. AUTHORITIES ARE NOT CERTAIN AT THIS TIME WHETHER THE COURSE WILL BE HELD IN SAN FRANCISCO OR IN SAN JOSE.

A THIS AMOUNT REQUIRED TO PROVIDE $20.25 MONTHLY FOR A REGALVANIZING ORDER FOR THE RECLAIMING OF POLE LINE HARDWARE. MATERIAL REGALVANIZED AMOUNTS TO 300 POUNDS MONTHLY. ADDITIONAL $27 IS DUE TO INCREASE IN COST OF REGALVANIZING FROM $6 PER HUNDRED TO $6.75 PER HUNDRED.

B $ 70. REQUIRED TO PURCHASE 1200 FEET 1/2 INCH MANILA ROPE.
40. NECESSARY TO PURCHASE MISCELLANEOUS SHOP SUPPLIES SUCH AS TRI PAK OIL, CORROSION INHIBITOR, LIQUID WRENCH, ROAD TORCHES, WICKS, INSECTICIDES, ANT PASTE, RAGS, ETC.

C INCREASE OF $59. IS NECESSARY TO PROVIDE 1000 ADDITIONAL PIECES OF FIRE BOX GLASS WHICH BASED ON CURRENT EXPERIENCE IS THE MINIMUM TO PROVIDE FOR THIS ITEM FOR A TWELVE MONTH PERIOD.

$384.	6000	PIECES OF FIRE BOX GLASS AT $64. PER M.
$240.	20	CONCRETE PULL BOXES @ $12. EACH.
$ 76.	15	TONS, CONCRETE MIX @ $5.10 PER TON.
$140.	20	BARRELS, CEMENT @ $7. PER BARREL.

D IN ADDITION TO THE NUMEROUS ITEMS OF ELECTRICAL SUPPLIES WE ALSO PURCHASE FROM THIS O.E. OUR 1-½" GALVANIZED CONDUIT, ½" CONDUIT AND 3" TRANSITE USED BY OUR OVERHEAD AND UNDERGROUND CREWS IN THE MAINTENANCE OF THE FIRE ALARM AND POLICE COMMUNICATIONS SYSTEM. NOTE: THE ADDITIONAL $162. REQUIRED TO PURCHASE 120 FLUORESCENT TUBES TUBES @ $1.35 EACH FOR THE CENTRAL FIRE ALARM OFFICE. THE OBSOLETE INCANDESCENT LIGHTS AT THIS LOCATION HAVE RECENTLY BEEN REPLACED BY PUBLIC WORKS CONTRACT WITH 30 NEW 4-TUBE FLUORESCENT FIXTURES. DUE TO THE DESIGN OF THESE FIXTURES THE TUBES MUST BE REPLACED AT 80% OF THEIR RATED LIFE IN ORDER TO PREVENT DAMAGE TO BALLASTS, RESULTING IN A MUCH GREATER EXPENSE TO THE CITY. THEREFORE IT IS ABSOLUTELY ESSENTIAL THAT THESE LAMPS BE REPLACED AT LEAST ONCE EACH YEAR.

E THIS AMOUNT NEEDED TO PURCHASE MATERIAL AND SUPPLIES NECESSARY TO RELOCATE HAZARDOUS LIVE-FRONT SWITCHBOARD ON MAIN FLOOR OF THE CENTRAL FIRE ALARM STATION. THIS BOARD IS LOCATED IN THE OPERATING AREA OF THE FIRE ALARM STATION AND HAS EXPOSED HIGH CURRENT SWITCHES AND FUSES ON ITS FRONT FACE. THIS OPERATING AREA HAS BEEN RECENTLY MODERNIZED AND THE FIRE DEPARTMENT HAS INCREASED ITS STAFF, WHICH INCREASES THE POSSIBILITY OF AN OPERATOR COMING IN CONTACT WITH THIS BOARD AND BEING SERIOUSLY INJURED. THIS CHANGE HAS BEEN RECOMMENDED BY BOTH THE OPERATING PERSONNEL AT CENTRAL FIRE ALARM STATION AND THE DEPARTMENT OF ELECTRICITY SAFETY COMMITTEE.

F OUR EXPERIENCE FOR THE FIRST SIX MONTHS OF THE CURRENT FISCAL YEAR TO MAINTAIN 689 INTERSECTIONS OF TRAFFIC SIGNALS, INCLUDING 657 VEHICLE DETECTORS INSTALLED ON THE CITY STREETS, 943 WALK-WAIT NEON UNITS, AND OTHER ASSOCIATED EQUIPMENT, HAS BEEN AVERAGING $3,461. PER MONTH; THIS FIGURE EXTENDED FOR A TWELVE MONTH PERIOD AMOUNTS TO $41,532., WHICH IS THE MINIMUM NECESSARY TO PROVIDE FOR THIS ITEM, AS NO ALLOWANCE HAS BEEN MADE FOR ANTICIPATED PRICE INCREASES OR FOR THE 27 ADDITIONAL INTERSECTIONS THE DEPARTMENT OF PUBLIC WORKS ADVISE WILL BE IN SERVICE BY JULY 1, 1963.

A THIS AMOUNT BUDGETED AT THE REQUEST OF THE DEPARTMENT OF PUBLIC WORKS TO PROVIDE FOR EXTRA WORK OTHER THAN MAINTENANCE, AND UNFORESEEN CONTINGENCIES TO BE REQUESTED BY SERVICE ORDER.

NOTE: IN THE 1961-1962 BUDGET, $3,500. LABOR AND $1,500. MATERIAL AND SUPPLIES WERE ALLOWED FOR THIS PURPOSE. AS OF DECEMBER 8,1961, THE ENTIRE $3,500. FOR LABOR AND $735. OF THE $1,500. ALLOWED FOR MATERIAL AND SUPPLIES HAVE BEEN ENCUMBERED.

B IT IS ANTICIPATED THAT MATERIAL PRICES WILL INCREASE APPROXIMATELY 5% IN 1962. THE AMOUNT REQUESTED REFLECTS THIS INCREASE OVER THE AMOUNT THAT WAS ALLOWED IN THE 1961-62 BUDGET AND IS NECESSARY TO PROVIDE THE MAINTENANCE, MATERIAL AND SUPPLIES REQUIRED IN SERVICING AND MAINTAINING THE RADIO SYSTEMS AND EQUIPMENTS OF THE VARIOUS DEPARTMENTS AS FOLLOWS:

$7,710. POLICE RADIO SYSTEM (INCREASE OF $367.)

THIS AMOUNT IS NECESSARY TO PROVIDE MAINTENANCE MATERIAL FOR THE POLICE RADIO SYSTEM. THE PROGRAM OF PREVENTATIVE MAINTENANCE STARTED IN FISCAL YEAR 1960-61 FOR PRIMARY AND SECONDARY BASE STATION EQUIPMENT AND EXPANDED TO INCLUDE MOBILE RADIO EQUIPMENT IN THE 1961-62 FISCAL YEAR MUST BE CONTINUED IN ORDER TO PROVIDE THE DEGREE OF RELIABILITY REQUIRED FOR THE PRESENT METHOD OF POLICE DEPARTMENT OPERATION. IN THE RELOCATION OF CONTROL CONSOLE EQUIPMENT FROM THE OLD TO THE NEW HALL OF JUSTICE, CERTAIN MODIFICATIONS AND EXPANSIONS WERE ACCOMPLISHED WITH AN ADDITION OF FOUR MORE RADIO OPERATING POSITIONS, AN INTERSYSTEM RADIO TRANSMITTER AND RECEIVER AND FOUR MONITOR RECEIVERS; HOWEVER, SINCE ALL EQUIPMENT HAS BEEN COMPLETELY OVERHAULED IT IS NOT NECESSARY AT THIS TIME TO REQUEST ADDITIONAL MAINTENANCE FUNDS FOR THIS INCREASE IN EQUIPMENTS.

$3,373. FIRE DEPARTMENT RADIO SYSTEM (INCREASE OF $161.)

THE NEW AND EXPANDED FIRE DEPARTMENT RADIO SYSTEM IS STILL UNDER INSTALLATION AND BECAUSE OF CONTRACTOR'S DELAYS IN CONTRACT PERFORMANCE, WILL NOT BE AVAILABLE FOR FULL OPERATION BEFORE MARCH 1, 1962. AS A RESULT OUR EXPENDITURES FOR THE FIRST SIX MONTHS OF THE FISCAL YEAR 1961-62 WERE FOR MAINTENANCE, MATERIAL AND SUPPLIES FOR THE OLD SYSTEM AND ARE NOT INDICATIVE OF THE AMOUNT REQUIRED FOR MAINTENANCE OF THIS NEW SYSTEM. THE NEW SYSTEM WILL INCLUDE 162 TWO-WAY MOBILE UNITS, 21 PRIMARY AND SECONDARY BASE STATION TRANSMITTERS, 39 BASE STATION RECEIVERS, 43 MONITOR RECEIVERS (FIRE HOUSES), 16 MOBILE PA UNITS, 2 DUAL POSITION MASTER CONTROL CONSOLES, 3 CONTROL UNITS AND MISCELLANEOUS OPERATIONAL AID EQUIPMENT (INTER-COMMUNICATION, RECORDING, STATUS BOARD, SITUATION PLOT ETC.).

EXPERIENCE WITH THE MAINTENANCE REQUIREMENTS OF THE POLICE RADIO SYSTEM INDICATES THAT THE AMOUNT OF $3,373. WILL BE REQUIRED FOR PURCHASE OF THE NECESSARY MAINTENANCE MATERIAL, PARTS AND VACUUM TUBES FOR PROPER SERVICING AND MAINTENANCE OF THE FIRE DEPARTMENT RADIO SYSTEM.

$ 156. DEPARTMENT OF PUBLIC HEALTH (INCREASE OF $7.)

THIS AMOUNT IS ESSENTIAL TO PROVIDE THE NECESSARY TUBES, PARTS, MATERIALS AND SUPPLIES FOR THE PROPER SERVICING OF THE RADIO TRANSMITTING AND RECEIVING EQUIPMENT IN THE 14 AMBULANCES AND THE RECEIVING EQUIPMENT IN THE CENTRAL EMERGENCY HOSPITAL DISPATCHING HEADQUARTERS.

$ 39. CORONER (INCREASE OF $2.)

THIS AMOUNT IS ESSENTIAL TO PROVIDE THE NECESSARY TUBES, PARTS, MATERIALS AND SUPPLIES FOR THE PROPER SERVICING OF THE RADIO TRANSMITTING AND RECEIVING EQUIPMENT IN THE TWO AMBULANCES AND THE CORONER'S CAR.

$ 506. DISASTER COUNCIL AND CORPS (INCREASE OF $24.)

THIS AMOUNT IS NECESSARY TO PROVIDE THE NECESSARY TUBES, PARTS, MATERIAL AND SUPPLIES FOR THE PROPER SERVICING OF DISASTER CORPS COMMUNICATION EQUIPMENT. INCLUDED IN THIS EQUIPMENT ARE 30 HANDI-TALKIES FOR WHICH REPLACEMENT BATTERIES MUST BE PROVIDED. FUNDS WERE PROVIDED IN THE 1961-62 BUDGET FOR OVERHAUL OF THESE HANDI-TALKIES AND WHILE FUNDS WILL NOT BE REQUIRED FOR THIS PURPOSE IN THE 1962-63 FISCAL YEAR, THE COST OF REPLACEMENT BATTERIES HAS INCREASED BY OVER 30% AND, CONSEQUENTLY, IT IS NOT POSSIBLE TO REDUCE THE AMOUNT REQUESTED.

$ 377. DEPARTMENT OF PUBLIC WORKS RADIO SYSTEM (INCREASE OF $18.)

FUNDS ARE BEING REQUESTED IN THIS 1962-63 BUDGET FOR REPLACEMENT OF THIS RADIO SYSTEM, WHICH IS NOW OBSOLETE AND MUST BE REPLACED PRIOR TO NOVEMBER 1,1963, WHEN NEW TECHNICAL STANDARDS ADOPTED BY THE FEDERAL COMMUNICATIONS COMMISSION BECOME EFFECTIVE. THIS NEW RADIO SYSTEM COULD NOT BE PLACED IN OPERATION PRIOR TO THE LATTER PART OF THE THIRD QUARTER OF THE 1962-63 FISCAL YEAR ; CONSEQUENTLY, THE FUNDS BEING REQUESTED FOR MAINTENANCE MATERIAL ARE FOR CONTINUED MAINTENANCE OF THE EXISTING SYSTEM.

$ 964. DEPARTMENT OF ELECTRICITY (INCREASE OF $ 46.)

THIS AMOUNT IS REQUIRED FOR THE PROPER MAINTENANCE OF RADIO TRANSMITTING AND RECEIVING EQUIPMENT IN DEPARTMENT VEHICLES AND FOR MAINTENANCE OF BASE STATION TRANSMITTING, RECEIVING, CONTROL AND DISPATCH EQUIPMENT OPERATING IN A LOCAL GOVERNMENT RADIO SYSTEM. THE PROCUREMENT AND INSTALLATION OF THIS LOCAL GOVERNMENT RADIO SYSTEM WHICH WAS SCHEDULED FOR INSTALLATION IN JULY 1961, HAS BEEN DELAYED BECAUSE OF THE PRESENT BACKLOG OF WORK AND THE DELAYS ENCOUNTERED IN FINAL INSTALLATION OF THE FIRE DEPARTMENT RADIO SYSTEM, AND IS NOW SCHEDULED FOR COMPLETION IN JUNE OF 1962. THESE FUNDS ARE ALSO REQUIRED FOR MAINTENANCE OF RADIO TEST POSITIONS AND EQUIPMENT AND MONITOR RECEIVERS USED BY THE RADIO SHOP IN MONITORING AND SERVICING THE RADIO SYSTEMS OF THE VARIOUS CITY DEPARTMENTS.

A INTERFUND ROAD FUND

IT IS ANTICIPATED THAT MATERIAL PRICES WILL INCREASE APPROXIMATELY 5% IN 1962. THE AMOUNT REQUESTED REFLECTS THIS INCREASE AND IS NECESSARY TO PROVIDE THE NECESSARY TUBES, PARTS, MATERIAL AND SUPPLIES FOR THE PROPER SERVICING OF TWO-WAY MOBILE RADIO EQUIPMENT OPERATING IN THE DEPARTMENT OF PUBLIC WORKS RADIO SYSTEM AND USED IN THE BUREAU OF STREET REPAIR AND STREET CLEANING, AND FOR EQUIPMENT INSTALLED IN DEPARTMENT OF PUBLIC WORKS VEHICLES USED BY THE DEPARTMENT OF ELECTRICITY IN TRAFFIC SIGNAL MAINTENANCE.

B

2000 FT. - 1 REEL, 2 CONDUCTOR, FIRE ALARM AND SIGNAL CABLE	@	.28 FT.	$ 560.
2000 FT. - 1 REEL, 3 PAIR, FIRE ALARM AND SIGNAL CABLE	@	.45 FT.	900.
2000 FT. - 1 REEL,15 PAIR, FIRE ALARM AND SIGNAL CABLE	@	.95 FT.	1900.

THE ABOVE CABLE IS NECESSARY TO PROVIDE FOR THE REPLACEMENT OF DEFECTIVE SECTIONS OF UNDERGROUND CABLE BETWEEN MANHOLES AND SIDEWALK PULL BOXES DUE TO CORROSION, ELECTROLYSIS, ROBERTS, DAMAGE BY STREET IMPROVEMENT CONTRACTORS OR OTHER UTILITIES PERFORMING WORK ON THE CITY STREETS. THE AMOUNT REQUESTED IS LESS THAN 1% OF THE CABLE WE ARE MAINTAINING ON THE CITY STREETS IN CONNECTION WITH THE FIRE ALARM SYSTEM, POLICE TELEPHONE AND TELETYPE SYSTEM AND CITY RADIO SYSTEMS.

120,000 FT. OVERHEAD LINE WIRE @ $28. PER M. FT. $ 3360.

THE ABOVE LINE WIRE TO PROVIDE FOR NORMAL EXPANSION OF OUR POLICE AND FIRE ALARM COMMUNICATIONS SYSTEM AND TO CONTINUE OUR PROGRAM OF REPLACING OUR WORN OUT AND UNDERSIZED OVERHEAD LINE WIRE. MANY OF THE OVERHEAD CIRCUITS OF THIS DEPARTMENT HAVE BEEN IN SERVICE FOR OVER 20 YEARS AND THE INSULATION IS IN VERY POOR CONDITION.

A THIS BLANKET MATERIAL IS NECESSARY TO PROTECT THE VARIOUS ITEMS OF BASE STATION AND CONTROL EQUIPMENT WHICH ARE BROUGHT FROM THEIR LOCATIONS IN THE FIELD TO THE RADIO SHOP FOR MAJOR MAINTENANCE AND OVERHAUL. THE BLANKET MATERIAL WILL BE USED TO PROTECT THE CABINET FINISH FROM MARRING AND SCRATCHING DURING TRANSIT. THE DROP CLOTH MATERIAL IS ESSENTIAL TO PROTECT THE FINISH ON VEHICLES WHILE RADIO INSTALLATION AND MAINTENANCE WORK IS PERFORMED. THE RADIO SHOP INSTALLS APPROXIMATELY 60 RADIO EQUIPMENTS IN NEW AUTOMOBILES EACH YEAR AND THE AVAILABILITY OF THIS MATERIAL WILL PREVENT THE MARRING OR SCRATCHING OF THE FINISH ON THESE VEHICLES.

D INCREASE OF $42. NECESSARY TO PROVIDE PHOTOCOPY PAPER FOR PHOTOCOPY MACHINE ALLOWED IN OUR 1960-1961 BUDGET.

C AN INCREASE OF $3,640 IS REQUESTED FOR THE PURPOSE OF INITIATING A PROGRAM TO REPLACE THE ORIGINAL PARKING METER TIMERS WHICH ARE FROM 8 TO 15 YEARS OLD. THE NEW MECHANISMS WERE PURCHASED IN 1959 LESS TIMERS. IT IS NOW TIME TO START REPLACING 1,000 TIMERS EACH YEAR UNTIL ALL THOSE WORN OUT ARE GONE. THE EXCHANGE PRICE IS $3.50 EACH.

D TO SAFEGUARD ALL PARKING METER COIN DOORS: WE PROPOSE TO DO THIS AT A MINIMUM INVESTMENT BY MAKING USE OF THE EXISTING 5 SERIES ACE LOCKS IN A CODED SYSTEM, AND COMPLEMENTING THESE WITH YALE LOCKS IN THE REMAINING METERS. ONLY THESE 5 SERIES ACE LOCKS COMPRISE SUFFICIENT QUANTITIES OF LOCKS TO MAKE CODING THE EXISTING LOCKS ECONOMICALLY FEASIBLE.

OUR PLAN CALLS FOR THE PURCHASE OF 7,000 NEW LOCKS AND KEYS COSTING $16,150. FIVE HUNDRED (500) OF THESE WILL BE FOR WORKING STOCK AND 6,500 WILL REPLACE EXISTING LOCKS, 6,000 OF WHICH WILL BE CODED AND RE-INSTALLED ON THE BALANCE OF THE METERS, AND 500 HELD FOR WORKING STOCK.

IT IS ESTIMATED THAT, TO CHANGE ALL PARKING METER LOCKS, IT WOULD COST APPROXIMATELY $32,000. THE POLICE COMMITTEE OF THE BOARD OF SUPERVISORS HAS PREVIOUSLY CONCURRED WITH THE DEPARTMENT OF ELECTRICITY IN SUCH A PROGRAM.

AFTER EXTENSIVE STUDY AND REVIEW OF THE PROGRAM, IT IS FELT THAT IT IS REASONABLY POSSIBLE TO SAVE THE CITY APPROXIMATELY $15,000., BY USE OF THE PROGRAM WE ARE PROPOSING AT A COST OF $16,150.

E AN INCREASE OF $100. IS REQUESTED TO PROVIDE ADEQUATE FUNDS FOR THE PURCHASE OF VARIOUS CUTTING TOOLS FOR THE MACHINE SHOP. THREE FACTORS CONTRIBUTE TO THIS NEED. INACCURATE PLANNING IN PAST YEARS HAS DEPLETED OUR SUPPLIES; SPIRALLING PRICE INCREASES IN THE TOOL MARKET;AND THE INTRODUCTION OF TOUGHER, MORE DURABLE, MATERIALS SUCH AS VARIOUS STEEL ALLOYS AND PHENOLICS WHICH ARE ABRASIVE AND WEARING ON THE TOOLS.

A INCREASED $80. TO PURCHASE SUPPLIES NEEDED TO COMPLY WITH STATE SAFETY REGULATIONS. FOR EXAMPLE: GOGGLES TO PROTECT WORKERS' EYES, DISPOSABLE HOODS TO PROTECT PAINTERS WHILE SPRAYING, IDENTIFYING SIGNS, AND OTHER PROTECTIVE DEVICES.

B INCREASED $ 80. TO PROVIDE THE MINIMUM NECESSARY AT CURRENT PRICES TO PURCHASE THE MISCELLANEOUS HARDWARE ITEMS USED IN MANUFACTURING AND MAINTENANCE OPERATIONS. PRICE INCREASES CONTINUE TO KEEP ABREAST OF PLANNING.

C TO FURNISH SUPPLIES FOR A NEW PAINTER BEING REQUESTED IN THIS BUDGET.

D TO PROVIDE FOR TWO NEW VEHICLES REQUESTED IN THIS BUDGET.

E INCREASE OF $100. TO PURCHASE A NECESSARY SUPPLY OF WATCH CLEANING SOLUTION AT THE RATE OF 2½ GALLONS PER MONTH AT $3.50 PER GAL., TO BE USED IN OUR NEW CLEANING MACHINE FOR PARKING METER TIMERS.

F TO REPLACE AN UNDERWOOD ADDING MACHINE WHICH IS IN VERY BAD CONDITION. THE ROLL PAPER DOES NOT RUN STRAIGHT; THE MACHINE IS BADLY WORN.

THIS IS THE ONLY ADDING MACHINE IN THE PLANT. IT IS USED BY THE STOREKEEPER, PLANT SUPERVISOR, PLANT FOREMAN, AND CLERK-TYPIST TO TABULATE STOCK REQUISITIONS, INVENTORY REPORTS, MATERIAL RECEIVED REPORTS, VEHICLE STATISTICS, PETTY CASH DISBURSEMENTS, PARKING METER STATISTICS, COST ESTIMATES, ETC.

ACCORDING TO THE ADDING MACHINE MAINTENANCE CONCERN, AN OVERHAUL OF THIS MACHINE WILL COST $150. THE WRITTEN COST ESTIMATE WAS SUBMITTED TO THIS DEPARTMENT DECEMBER 14, 1961.

THE TRADE-IN VALUE OF THIS ADDING MACHINE IS $15.

REPLACING UNDERWOOD SUNSTRAND ADDING MACHINE, SERIAL 983141, PURCHASER'S INVENTORY NO. 49-011.

G COST OF NEW MULTI-PURPOSE ELECTRIC HARDENING FURNACE WITH AUTOMATIC HEAT CONTROL, PYROMETER, AND QUENCH TANKS.

THE EXISTING FURNACE IS 45 YEARS OLD, GAS OPERATED WITHOUT CONTROL OR PYROMETER. IT IS INEFFICIENT, UNSAFE, AND UNRELIABLE. MANY MANHOURS AND COSTLY MATERIALS HAVE BEEN LOST BY IMPROPER HEAT TREATING OF INSTRUMENT PARTS, TOOLS AND DIES.

NO TRADE-IN VALUE FOR EXISTING FURNACE. INVENTORY NUMBER OF GAS FURNACE IS 49-279.

A TO REPLACE A 45 YEAR OLD DRILL WHICH REQUIRES TWO MEN TO OPERATE SAFELY. THE MODERN DAY TOOL OF THIS SIZE IS NOT ONLY SAFER, IT IS LIGHTER IN WEIGHT, FASTER AND MORE ECONOMICAL TO OPERATE SINCE ONE MAN CAN DO SO WITH COMPLETE SAFETY. ESTIMATED COST $180. NO TRADE-IN VALUE ON OLD TOOL. INVENTORY NO. OF HAND DRILL IS 49-225.

B TO REPLACE THE WORN OUT, ANTIQUE, LATHE HEADSTOCKS USED MANY YEARS AS BUFFING AND POLISHING LATHES. THESE ARE THE LAST OF THREE PIECES OF EQUIPMENT STILL DRIVEN FROM OVERHEAD LINE SHAFTS OPERATED BY A 3 H.P. MOTOR. OBVIOUSLY, IT IS WASTEFUL OF ELECTRIC POWER TO START UP AND RUN A MOTOR HAVING 6 TIMES THE POWER NEEDED. THESE UNITS WILL SAVE TIME AND MONEY. ESTIMATED COST, EACH UNIT $110. 2 UNITS $220. NO TRADE-IN VALUE ON OLD LATHES. INVENTORY NUMBER OF LATHES ARE 49-191 AND 49-200.

C TO REPLACE 3 HYDRAULIC JACKS WHICH HAVE BEEN IN CONSTANT SERVICE AS PARKING METER POST STRAIGHTENING TOOLS FOR THE PAST TWELVE YEARS AND ARE WEARING OUT. OVER $20. HAS JUST BEEN SPENT ON ONE OF THE UNITS AND IT IS NOT OPERABLE YET, SO IT MEANS ECONOMY TO REPLACE THEM NOW. ESTIMATED COST, EACH UNIT $65., 3 UNITS $195. NO TRADE-IN VALUE ON OLD JACKS.

D THE EXISTING DIGGER IS KNOWN TO BE 23 YEARS OLD AND MAY WELL BE MUCH OLDER. MOST IMPORTANT IS THE FACT TRAT IT IS VERY MUCH WORN AND HAS BEEN REBUILT FOR THE LAST TIME. IT WOULD BE TOO COSTLY TO TRY TO KEEP THIS TOOL IN OPERATION FOR TWO MORE YEARS. ESTIMATED COST $380. NO TRADE-IN VALUE ON OLD DIGGER. INVENTORY NUMBER OF PNEUMATIC DIGGER IS 49-469.

E TO REPLACE THE EXISTING 14 YEAR OLD PUMP WHICH IS USED FOR PUMPING WATER OUT OF MANHOLES. THE PUMP IN USE HAS NOT ONLY PASSED THE NORMAL LIFE EXPECTANCY FOR THIS TYPE OF EQUIPMENT, BUT REPLACEMENT PARTS ARE BECOMING MORE DIFFICULT TO GET BECAUSE OF ITS AGE. THE LAST TIME THE PUMP WAS IN THE SHOP FOR REPAIR A USED DISCHARGE FITTING WAS INSTALLED BECAUSE A NEW PART WOULD HAVE TO BE SHIPPED SPECIAL FROM THE FACTORY.

FOR THE EMERGENCY WORK THIS PUMP MUST PERFORM IT IS MANDATORY THAT IT BE IN FIRST-CLASS DEPENDABLE RUNNING CONDITION AT ALL TIMES AND THIS IS IMPOSSIBLE WITH SUCH OLD EQUIPMENT.

ESTIMATED COST OF PUMP	$352.
ESTIMATED COST OF HOSE WITH FITTINGS	43.
	$395.
LESS TRADE-IN: EST. VALUE	25.
	$370.

I - HONELITE MOD. 19c2-1, SERIAL NO. 274431, PURCHASED JANUARY 1947.

F THIS AMOUNT REQUIRED TO CONTINUE OUR PROGRAM OF REPLACING 3 OLD STYLE WOODEN FIRE ALARM PANELS WITH THE NEW STYLE METAL PANELS THAT HAVE BEEN INSTALLED IN ALL NEW OR REBUILT FIRE HOUSES SINCE JANUARY 1955. THESE OLD STYLE WOODEN PANELS ARE IN VERY POOR CONDITION AND ARE NOT APPROVED FOR THIS USE BY THE NATIONAL BOARD OF FIRE UNDERWRITERS. 3 PANELS WERE ALLOWED IN THE 1961-1962 BUDGET, LEAVING 24 TO BE REPLACED AT THE RATE OF 3 PER YEAR OVER THE NEXT EIGHT YEARS.

A TO REPLACE WHEATSTONE BRIDGE, WHICH IS ANTIQUATED AND CAN ONLY BE USED TO MEASURE RESISTANCE. THE WHEATSTONE BRIDGE IS AWKWARD AND SLOW. THE TIME SAVED IN LABOR WOULD SOON MAKE UP THE PRICE OF THE PRECISION VOLT OHMMETER.

THIS METER WOULD BE USED IN PRECISION MEASURING OF FIRE ALARM AND POLICE EQUIPMENT AND CIRCUIT TESTING.

NO TRADE-IN VALUE FOR WHEATSTONE BRIDGE.

B 4 - FIRE HOUSE REGISTERS (REPLACEMENT PROGRAM). THIS AMOUNT REQUIRED TO CONTINUE OUR PROGRAM OF REPLACING 4 FIRE HOUSE REGISTERS EACH YEAR AT A COST OF $185. EACH. 4 OLD REGISTERS WILL BE RETURNED TO PURCHASING DEPARTMENT FOR DISPOSAL AFTER NEW REGISTERS ARE INSTALLED.

C TO REPLACE THE 1951 G.M.C. SUBURBAN SEDAN WHICH HAS HAD 73,050 MILES OF SERVICE. THIS VEHICLE IS IN THE PARKING METER MAINTENANCE SERVICE AND IS THE MOST IMPORTANT IN THE FLEET BECAUSE, IN ADDITION TO THE CREW, EQUIPMENT, AND SUPPLIES ASSIGNED ON A DAILY BASIS, IT IS AT TIMES REQUIRED TO TRANSPORT PERSONNEL NORMALLY USING VEHICLES OUT OF SERVICE FOR SHOP REPAIRS.

ESTIMATED COST OF VEHICLE	$2,550.	REPLACING: 1951 G.M.C.SUBURBAN SEDAN
ESTIMATED COST OF COMPARTMENTS	150.	ENGINE NO. A228539560;SERIAL NO. 10128C9039
TOTAL -	$2,700.	LICENSE NO. E57934;D OF E NO. 233-503

PURCHASER HAS APPROVED REPLACEMENT OF THIS VEHICLE
APPRAISED AT $125.

D TO REPLACE THE 1953 CHEVROLET BUSINESS COUPE USED MOSTLY FOR DRIVING THROUGHOUT THE ENTIRE CITY ON A CONTINUOUS PROGRAM OF MONTHLY TESTING OF FIRE ALARM BOXES. THIS VEHICLE AVERAGES 9,000 MILES PER YEAR AND HAS HAD 77,000 MILES OF SERVICE.

ESTIMATED COST OF VEHICLE $1,775. REPLACING: 1953 CHEVROLET BUSINESS COUPE;ENGINE NO. A 5300710?2
LICENSE NO. E57921; D OF E NO. 233-104

PURCHASER HAS APPROVED REPLACEMENT OF THIS VEHICLE APPRAISED AT $75.00

E TO REPLACE THE 1955 FORD 4-DOOR SEDAN USED IN THE PARKING METER MAINTENANCE SERVICE. THIS VEHICLE AVERAGES 10,500 MILES PER YEAR AND HAS HAD 70,070 MILES OF SERVICE. ON OCCASION, WHEN TRANSPORTATION SHORTAGE NECESSITATES DOUBLING UP PERSONNEL, THIS VEHICLE IS REQUIRED TO CARRY A CAPACITY LOAD, THEREFORE, IT SHOULD BE A 5-PASSENGER VEHICLE HAVING AMPLE TRUNK SPACE.

ESTIMATED COST OF VEHICLE	$2,100.	REPLACING: 1955 FORD 4-DOOR SEDAN; ENGINE NO. A5RG 109756
ESTIMATED COST OF TRUNK SHELVES	100.	LICENSE NO. E57923; D OF E NUMBER 233-107
TOTAL -	$2,200.	

PURCHASER HAS APPROVED REPLACEMENT OF THIS VEHICLE APPRAISED AT $100.

A TO REPLACE THE 1955 FORD 2-DOOR COUPE USED IN PARKING METER MAINTENANCE SERVICE AND HAVING 56,600 MILES OF SERVICE. THE PARKING METER FIELD SERVICE DIVISION HAS BEEN SHORT TWO VEHICLES FOR MANY YEARS, THEREFORE, NECESSITATING THE EMPLOYMENT OF DEPENDABLE VEHICLES CAPABLE OF MAXIMUM CARRYING CAPACITY, ESPECIALLY ON OCCASIONS WHEN ONE OR MORE OF THE FIVE ARE LAID UP FOR REPAIRS.

ESTIMATED COST OF VEHICLE	$ 2,050.	REPLACING: 1955 FORD 2-DOOR COUPE; ENGINE NO. a5RG I10881
ESTIMATED COST OF SHELVES	100.	LICENSE NO. E57924; D OF E NUMBER 233-108
TOTAL -	$ 2,150.	

PURCHASER HAS APPROVED REPLACEMENT OF THIS VEHICLE APPRAISED AT $100.

B TO PROVIDE A SUBSTITUTE FOR THE MAKESHIFT ASSORTMENT OF CIGAR BOXES AND OTHER ODD SIZE CONTAINERS PRESENTLY USED TO CONTAIN THE DELICATE SPARE INSTRUMENT PARTS REQUIRED FOR REPLACEMENTS ON THE VARIOUS INSTRUMENTS AT THE CENTRAL FIRE ALARM STATION.

ESTIMATED COST, EACH UNIT $38.50, 4 UNITS $155.

C THIS EQUIPMENT IS NECESSARY FOR SERVICING AND INSPECTING THE PRINTED CIRCUITS INCORPORATED IN RADIO AND COMMUNICATIONS EQUIPMENT. MAINTENANCE IS BEING PROVIDED FOR SIXTY UNITS INCORPORATING PRINTED CIRCUITRY AND THIRTY ADDITIONAL UNITS ARE ON ORDER. THE EQUIPMENT USING THIS TYPE OF CIRCUITRY IS MICRO-MINIATURE IN DESIGN AND REQUIRES THE USE OF A HIGH POWER MAGNIFYING LENS WITH AN INTEGRAL LIGHT SOURCE. THE ITEM REQUESTED IS PORTABLE AND HAS A "UNIVERSAL" ARM PERMITTING ITS MOVEMENT OVER A WIDE BENCH AREA.

D $ 174. 3 TABLES, MULTI-PURPOSE, FOLDING (NEW) $ 78. 13 CHAIRS, STEEL, FOLDING (NEW)

THE FOLDING TABLES AND CHAIRS ARE FOR USE IN THE CENTRAL RADIO STATION. FUNDS WERE REQUESTED IN OUR 1961-62 BUDGET TO PURCHASE 5 TABLES AND 40 CHAIRS. AT OUR BUDGET HEARINGS IT WAS DECIDED TO PROGRAM THE PURCHASE OF THESE ITEMS OVER TWO YEARS. WITH FUNDS PROVIDED IN THE 1961-62 BUDGET IT WAS POSSIBLE TO PURCHASE 2 TABLES AND 27 CHAIRS; CONSEQUENTLY, THE AMOUNT NOW REQUESTED IS TO COMPLETE THIS PROGRAM.

AS CONTROL EQUIPMENT IS INSTALLED IN THE OPERATING BAYS OF THE CENTRAL RADIO STATION FOR USE OF PERSONNEL OF THE VARIOUS DEPARTMENTS, IT IS NECESSARY TO HOLD IN SERVICE TRAINING MEETINGS FOR THESE PERSONS . IN ADDITION TO SERVING THE CENTRAL RADIO STATION, THE PORTABILITY OF THESE TABLES AND CHAIRS WILL ALLOW THEIR USE, ON OCCASION, FOR ASSEMBLIES OF DEPARTMENT OF ELECTRICITY PERSONNEL IN EITHER THE PLANT FACILITY OR THE ADMINISTRATIVE OFFICES.

E TO FACILITATE CORRECT TRANSCRIBING IN THE TYPING OF HEAVY TEXT AND STATISTICAL REPORTS, BUDGET SHEETS, STATEMENTS ETC., WITHOUT THE CONSTANT TWISTING, TURNING AND SCANNING OF NOTES FROM DIFFERENT EYE POSITIONS.

THE PURPOSE OF THIS DEVICE IS TO PREVENT TYPING FATIGUE BY ELIMINATING EYE STRAIN, BACKACHE AND NERVOUS TENSION. THE FREE-TO-LINE COPY HOLDER IS DESIGNED TO HOLD THE SHEET RIGHT BEFORE THE TYPIST'S EYES WHICH IS THE NORMAL READING POSITION. TYPING ERRORS CAN THEREFORE BE REDUCED.

A INASMUCH AS THE SHOP IS NOW SCHEDULED TO DO THE REPAIR OF [illegible] METER TIMERS, THE USE OF OPTICAL ASSISTANCE EQUIPMENT WILL BE REQUIRED BY THE MECHANICS TO ELIMINATE EYE STRAIN WHILE WORKING CONTINUOUSLY ON THESE SMALL CLOCK PARTS.

ESTIMATED COST, EACH UNIT $53., 3 UNITS $ 160.

B THE PRESENT METHOD USED FOR CYLINDRICAL GRINDING IS MARESCHIPT AND THEREFOR MORE COSTLY. THE ACQUISITION OF THIS ATTACHMENT WILL COMPLETE OUR TOOL GRINDING FACILITIES AND WILL INSURE MAXIMUM ACCURACY. ESTIMATED COST $240.

C IN THE EVENT OF AN EMERGENCY CREATED EITHER BY MAN OR NATURAL CATASTROPHE, IT MAY BE NECESSARY TO OBTAIN A LIMITED SUPPLY OF GASOLINE FOR TRUCK USE AND FOR OPERATION OF CONSTRUCTION EQUIPMENT.

THESE PUMPS WOULD PROVIDE THE MEANS BY WHICH GASOLINE COULD BE DRAWN FROM ONE OR BOTH UNDERGROUND STORAGE TANKS AT THE CENTRAL FIRE ALARM STATION OR THE CENTRAL RADIO STATION. ESTIMATED COST, EACH UNIT $85. 2 UNITS $170.

D THIS CLEANER AND BLOWER IS NEEDED TO SUCK AND BLOW DUST FROM THE INSTRUMENTS AND PANELS AT THE CENTRAL FIRE ALARM STATION.

NEW EQUIPMENT WHICH HAS BEEN INSTALLED AT THE CENTRAL FIRE ALARM STATION MAKES THIS VACUUM CLEANER NECESSARY.

E THIS 500 VOLT MEGGER INSULATION TESTER WITH 1, 000 FOOT TEST LEADS AND CARRYING CASE IS URGENTLY NEEDED AS WE HAVE ONLY ONE MEGGER FOR OUR THREE CABLE SPLICING CREWS. THIS IS A STANDARD PIECE OF TEST EQUIPMENT USED BY CABLE SPLICERS FOR LOCATING TROUBLE IN UNDERGROUND CABLES. AT THE PRESENT TIME WHEN WE HAVE MORE THAN ONE CABLE FAILURE, WE ARE HANDICAPPED IN CLEARING OUR TROUBLES. THIS SECOND MEGGER WOULD BE STORED IN THE SHOP AND WOULD BE AVAILABLE FOR EITHER OF THE TWO CABLE CREWS WHO MIGHT NEED IT FOR CLEARING UNDERGROUND CABLE TROUBLE.

F THIS PIECE OF EQUIPMENT NEEDED BY OUR LINE CREW FOR REMOVING LARGE CABLES FROM UNDERGROUND DUCT SYSTEMS BETWEEN MANHOLES. OUR PRESENT CABLE PULLING FRAME IS HOMEMADE AND WAS DESIGNED FOR SMALL AND ONLY TEN INCHES IN DIAMETER. THIS WORKS QUITE SATISFACTORILY ON SMALL CABLES, BUT THE [illegible] IS TOO SHORT FOR LARGE CABLES. SOME OF OUR LARGE LEAD CABLES HAVE BEEN IN FOR OVER 30 YEARS AND THE LEAD [illegible] IS QUITE BRITTLE. WHEN IT IS NECESSARY TO REPLACE A SECTION OF CABLE BETWEEN MANHOLES DUE TO DAMAGE BY [illegible] OR OTHER UTILITIES OR DUE TO CORROSION OR ELECTROLYSIS, IT IS POSSIBLE TO SAVE FOR FUTURE USE A CONSIDERABLE PORTION OF THE DAMAGED CABLE PROVIDING IT CAN BE REMOVED FROM THE DUCT SYSTEM THROUGH THE OTHER MANHOLES, DAMAGING THE LEAD CABLE SHEATHE. WE ARE CERTAIN THAT THE USE OF THIS 20" ALUMINUM CABLE PULLER AND SHEATHE WILL RESULT IN SUBSTANTIAL INCREASE IN THE AMOUNT OF CABLE WE ARE ABLE TO SALVAGE AND RECLAIM AND WILL THEREFORE PAY FOR ITSELF IN A VERY SHORT PERIOD OF TIME.

A THIS ITEM IS A UNIT OF RADIO TEST EQUIPMENT AND IS REQUIRED FOR THE PROPER SERVICING AND MAINTENANCE OF RADIO TRANSMITTING EQUIPMENT. ITS USE IS TO PREVENT THE RADIATION OF RADIO FREQUENCY ENERGY WHEN ADJUSTMENTS AND MAINTENANCE OPERATIONS ARE PERFORMED ON TRANSMITTERS. FEDERAL COMMUNICATIONS COMMISSION RULES REQUIRE THAT UNNECESSARY RADIATION BE MINIMIZED AND THAT TUNING AND ADJUSTMENT OF TRANSMITTERS WILL NOT INTERFERE WITH COMMUNICATIONS. THE 27 SECONDARY BASE STATION TRANSMITTERS OF THE POLICE AND FIRE DEPARTMENTS REQUIRE MAINTENANCE IN THE FIELD AND IN ORDER TO ELIMINATE INTERFERENCE WITH OUR OWN OPERATIONS ON THE VARIOUS CHANNELS IT IS ESSENTIAL THAT THIS ITEM BE PROVIDED.

B THE ITEM REQUESTED IS A TEST INSTRUMENT USED IN THE SERVICING AND MAINTENANCE OF RADIO AND ALLIED COMMUNICATIONS EQUIPMENT. THIS VOLTMETER WILL BE USED IN CONJUNCTION WITH THE AUDIO SIGNAL GENERATOR BEING REQUESTED IN THIS BUDGET IN ADDITION TO BEING USED FOR VARIOUS NECESSARY LOW LEVEL A.C. MEASUREMENTS. THIS UNIT WILL PROVIDE THE SAME VERSATILITY IN MAKING A.C. MEASUREMENTS AS WE NOW HAVE FOR D.C. MEASUREMENTS WITH OUR EXISTING ELECTRONIC D.C. MULTITESTER. THIS METER WILL BE USED IN SETTING COMMUNICATIONS SYSTEM LEVELS, CHECKING AMPLIFIER STAGE GAIN, LOCALIZING HUM AND IN CHECKING TELEPHONE CONTROL LINES FOR LOSS AND FREQUENCY RESPONSE.

C THE ITEM REQUESTED IS A TEST INSTRUMENT USED IN THE SERVICING AND MAINTENANCE OF RADIO AND ALLIED COMMUNICATIONS EQUIPMENT. THE NEW NARROW BAND TECHNICAL STANDARDS ADOPTED BY THE FEDERAL COMMUNICATIONS COMMISSION IMPOSE MORE STRINGENT REQUIREMENTS IN DEVIATION ADJUSTMENTS AND IN THE SETTING OF SYSTEMS LEVELS. OUR PRESENT SYSTEMS REQUIREMENTS ARE MORE CRITICAL THAN IN THE PAST BECAUSE OF THE INCREASED COMPLEXITY OF THE SYSTEMS AND BECAUSE IT IS NECESSARY TO EMPLOY MORE PRECISE ENGINEERING AND MAINTENANCE PRACTICES. THIS EQUIPMENT IS ESSENTIAL FOR SETTING COMMUNICATIONS SYSTEM LEVELS, CHECKING AND MONITORING AUDIO QUALITY, AMPLIFIER STAGE GAIN MEASUREMENTS AND MEASURING THE QUALITY AND LOSSES OF TELEPHONE CONTROL LINES.

AT THE PRESENT TIME WE ARE ATTEMPTING TO MAKE THESE MEASUREMENTS WITH TWO OBSOLETE SIGNAL GENERATORS WHICH WERE PURCHASED IN 1949. THESE EQUIPMENTS ARE NON-PRECISION AND HAVE DETERIORATED WITH FREQUENT USE; CONSEQUENTLY, THEIR USE MUST BE LIMITED TO ROUTINE BENCH TESTING. IN ORDER THAT WE MAY PROPERLY MAINTAIN THE COMPLEX COMMUNICATIONS SYSTEMS NOW IN USE BY THE VARIOUS CITY DEPARTMENTS IT IS ABSOLUTELY ESSENTIAL THAT THIS AUDIO SIGNAL GENERATOR BE PROVIDED.

D THIS IS A 25 FT. FIBRE GLASS POLE COLLAPSIBLE TO 5 FT. FOR ENCASEMENT. IT IS EQUIPPED ON UPPER END WITH AN ADAPTER AND CUTTING KNIFE. THIS PIECE OF EQUIPMENT IS USED BY LINEMEN FOR CLEARING KITES, STRING, BALING WIRE OR OTHER ENTANGLEMENTS FROM OVERHEAD LINES BETWEEN POLES.

E AT THE PRESENT TIME WE HAVE ONLY TWO OF THESE METERS FOR OUR THREE CABLE SPLICING CREWS. THIS METER URGENTLY NEEDED TO PROVIDE ADEQUATE TEST EQUIPMENT FOR ALL THE CABLE SPLICING CREWS.

F WHEN TESTING UNDERGROUND CABLE FOR FAULTS, A TONE SIGNAL IS PUT ON THE CONDUCTORS BY A CABLE TESTER OR LOCATER. THIS TONE IS PICKED UP IN MANHOLES ALONG THE UNDERGROUND SYSTEM BY A PICKUP COIL ATTACHED TO A TELEPHONE HEADSET. HOWEVER, IN THE DOWNTOWN AREAS DUE TO THE NOISE OF TRAFFIC AND ON WINDY DAYS IT IS VERY DIFFICULT TO PICK UP THE TONE BEING TRANSMITTED THROUGH THE CABLE SHEATH. THIS EXPLORING COIL AMPLIFIER INCREASES THE SIGNAL STRENGTH OF THE PICKUP COIL AND MAKES IT AUDIBLE WHERE WITHOUT AMPLIFICATION THE LOCATION OF A FAULT COULD NOT BE DETERMINED.

A THIS IS A COMPLETE PORTABLE LINE TESTING AND TELEPHONE UNIT TO BE USED BY OUR LINEMAN SHOOTING TROUBLE ON OVERHEAD TELEPHONE CIRCUITS. OUT PRESENT METHOD WHEREBY A LINEMAN ON A POLE IN THE FIELD DEPENDS FOR HIS TESTS ON THE SWITCHBOARD OPERATORS WHO ALSO OPERATE OUR TEST BOARD, HAS BEEN VERY UNSATISFACTORY DUE TO THE LACK OF TRAINING AND EXPERIENCE OF RELIEF OPERATORS REPLACING REGULAR PERSONNEL WHO ARE SICK OR ON VACATION AND DUE TO THE PRACTICE OF USING A POLICEMAN TO RELIEVE THE OPERATOR ON DUTY FOR LUNCH AND REST PERIODS.

THIS TEST SET HAS BEEN FOUND VERY PRACTICAL BY SMALL INDEPENDENT TELEPHONE COMPANIES WHO FOR ECONOMIC REASONS DO NOT PROVIDE A FULL TIME WIRE CHIEF OR STANDBY TEST PERSONNEL AT THEIR TEST BOARD IN SMALL TELEPHONE EXCHANGES.

ONE TEST SET WAS ALLOWED FOR USE OF OUR TROUBLE DETAIL IN THE 1961-1962 BUDGET. THE TEST SET BEING REQUESTED IN THE CURRENT BUDGET WILL BE ASSIGNED TO ONE OF OUR LINE CREWS.

B TO PROVIDE TRANSPORTATION FOR AN ADDITIONAL PAINTER, AND HIS WORKING EQUIPMENT AND SUPPLIES, BEING REQUESTED IN THIS BUDGET FOR THE PURPOSE OF REPAINTING FIRE BOXES, POLICE CALL BOXES, AIR RAID WARNING EQUIPMENT AND PARKING METERS.

ESTIMATED COST OF TRUCK	$ 2,050.
ESTIMATED COST OF METAL COVER	350.
	$ 2,400.

C TO ELIMINATE THE TIME LOST DURING METER SERVICE OPERATION BY THE VEHICLE DRIVERS WHO MUST TAKE TIME OUT FROM THEIR OWN DISTRICT SERVICING TO CHAUFFEUR OTHER SERVICEMEN TO AND FROM THEIR RESPECTIVE DISTRICTS. THIS IS THE RESULT OF ASSIGNING MORE THAN TWO MEN TO EACH VEHICLE. ADDING THIS TO OUR PRESENT FLEET OF FIVE VEHICLES WOULD PROVIDE THE TRANSPORTATION NECESSARY FOR EFFICIENCY.

ESTIMATED COST OF VEHICLE	$1,775.
ESTIMATED COST OF COMPARTMENT	100.
TOTAL	$1,875.

D THE ELECTRICAL DIVISION IS OPERATING 11 VEHICLES, WHICH WE WISH TO EQUIP WITH FIRE EXTINGUISHERS DUE TO THE INCREASE IN THE NUMBER OF GAS EXPLOSIONS IN MANHOLES AND TRAFFIC SIGNAL CONTROLLERS, FIRE AND POLICE BOX STANDARDS IN RECENT YEARS.

6 - 2½ POUND EXTINGUISHERS WERE ALLOWED IN THE 1961-1962 BUDGET, HOWEVER, PRIOR TO PURCHASE IT WAS DISCOVERED THAT THE 2½ POUND EXTINGUISHER WAS NOT APPROVED BY THE STATE DIVISION OF INDUSTRIAL SAFETY. THEY RECOMMEND FOR USE ON VEHICLES AN EXTINGUISHER WITH A MINIMUM CAPACITY OF 5 POUNDS. DUE TO AN INCREASE IN PRICE WE WERE ABLE TO PURCHASE ONLY 4 EXTINGUISHERS IN PLACE OF THE 6 APPROVED IN THE 1961-1962 BUDGET. 7 MORE ARE NEEDED TO EQUIP THE REMAINING VEHICLES IN THE PLANT ELECTRICAL DIVISION.

A REPLACEMENT OF INADEQUATE AND UNSAFE OFFICE, SHOP AND YARD FACILITIES

DURING THE TEN YEARS SINCE THE FIRST REQUEST WAS MADE TO PROVIDE LARGER ACCOMMODATIONS FOR THE PERSONNEL AND EQUIPMENT OF THIS DEPARTMENT, ITS GROWTH HAS CONTINUED INCREASING IN PROPORTION TO THE EXPANSION OF THE PUBLIC SERVICE FACILITIES FOR WHICH IT IS RESPONSIBLE TO KEEP MAINTAINED AND REPAIRED. HOWEVER, NOTHING IS IN EVIDENCE TODAY TO INDICATE THE PROBABILITY OF A NEW PLANT YARD MATERIALIZING NOW TO RELIEVE THE PRESSURE AND ESTABLISH EFFICIENT CENTRALIZED OPERATIONS.

THEREFORE, WE REQUIRE FUNDS WITH WHICH TO ACQUIRE LEASE PROPERTY OF ADEQUATE SIZE UNTIL SUCH TIME PROPER PERMANENT ACCOMMODATIONS ARE PROVIDED.

THE ESTIMATED COST IS BASED UPON THE FOLLOWING:

OFFICE SPACE	6,000 SQ. FT. @	.10 PER	$ 600.
SHOP SPACE	31,000 SQ. FT. @	.06 PER	1860.
YARD AREA	60,000 SQ. FT. @	.02 PER	1200.
	TOTAL PER MONTH		$ 3660.

TWELVE MONTHS - - - - - - - - - - - - $ 43920.

B ONE (1) DEPARTMENT OF PUBLIC WORKS RADIO SYSTEM (REPLACEMENT)

AD VALOREM TAXES	$40446
ROAD FUND	5283
	$45729

THE RADIO EQUIPMENT UTILIZED IN THE DEPARTMENT OF PUBLIC WORKS RADIO SYSTEM WHICH WAS PLACED IN OPERATION IN 1953 WILL BECOME OBSOLETE WHEN THE NEW NARROW BAND TECHNICAL STANDARDS ADOPTED BY THE FEDERAL COMMUNICATIONS COMMISSION BECOME EFFECTIVE ON NOVEMBER 1, 1963. THE EQUIPMENT WILL NO LONGER BE ACCEPTABLE FOR LICENSING AFTER THAT DATE. BECAUSE OF THE TIME INVOLVED IN ENGINEERING AND PREPARING SPECIFICATIONS AFTER FUNDS ARE MADE AVAILABLE AND THE TIME INVOLVED IN DELIVERY AND INSTALLATION OF THIS SYSTEM, IT IS NECESSARY THAT FUNDS BE PROVIDED IN THE 1962-1963 BUDGET FOR REPLACEMENT OF THE SYSTEM. BECAUSE OF THE AGE OF THE EQUIPMENT AND THE FACT THAT THE MANUFACTURER OF THE ORIGINAL EQUIPMENT IS NO LONGER MANUFACTURING EQUIPMENT, OR REPLACEMENT COMPONENTS FOR HIS EQUIPMENT, IT IS NOT POSSIBLE TO MODIFY THE EQUIPMENTS INCORPORATED IN THE SYSTEM. THE CROWDING OF THE RADIO FREQUENCY SPECTRUM WITH THE ALLOCATION OF SPLIT CHANNELS AND THE RESULTANT INCREASE IN THE PROBABILITIES OF INTERFERENCE MAKE IT ESSENTIAL THAT TONE CODED SQUELCH BE INCORPORATED IN THE SYSTEM TO MINIMIZE THE EFFECTS OF THIS INTERFERENCE. THE DESIGN OF EXISTING EQUIPMENT IS SUCH THAT TONE CODED SQUELCH CANNOT BE INCORPORATED. IN CONSIDERATION OF THE FOREGOING, IT IS ESSENTIAL THAT FUNDS BE PROVIDED FOR REPLACEMENT OF THIS SYSTEM IN ORDER THAT THE DEPARTMENT OF PUBLIC WORKS MAY HAVE THE BENEFITS OF A RADIO SYSTEM AFTER THE NOVEMBER 1, 1963 DEADLINE.

COST ESTIMATE

ITEM 1.	ONE (1) BASE STATION (CENTRAL RADIO STATION) CONSISTING OF:		$ 6328.
	A - TWO (2) TRANSMITTERS (250 WATT-330 WATT) EACH COMPLETE WITH COMPANION RECEIVER AND WITH CODED SQUELCH AND REMOTE CONTROL TERMINATION PANELS @ $2494. EA.	$ 4988.	
	B - ONE (1) ANTENNA SYSTEM INCLUDING ANTENNA, MOUNTING BRACKETS, OUTRIGGER FOR ANTENNA MAST, COAXIAL TRANSMISSION LINE, AND ALL NECESSARY HARDWARE FOR INSTALLATION.	690.	
	C - INSTALLATION INCLUDING LABOR AND ALL NECESSARY MISCELLANEOUS HARDWARE	650.	
ITEM 2.	FOUR (4) REMOTE CONTROL UNITS, FOR USE AT CENTRAL RADIO STATION, DEPARTMENT OF PUBLIC WORKS MAINTENANCE YARD (ARMY STREET), CENTRAL FIRE ALARM STATION, AND CITY ENGINEERS OFFICE (CITY HALL), EACH COMPLETE WITH MICROPHONE. @ $ 250. EACH - - -	1000.	
	INSTALLATION 4 @ $ 100. " - - -	400.	1400.
ITEM 3.	FORTY (40) TWO-WAY MOBILE UNITS - (INCLUDES ONE(1) SPARE UNIT)		29880.
	A - MOBILE TRANSMITTER-RECEIVER, 30 WATT COMPLETE WITH TONE CODED SQUELCH AND TRANSISTORIZED POWER SUPPLY, 40 @ $692. EACH	27680.	
	B - POWER CONVERTERS, TRANSISTORIZED 6 TO 12 VOLT, 7 @ $100. EACH	700.	
	C - WATER-PROOF HOUSINGS, 3 @ $45. EACH	135.	
	D - INSTALLATION, 39 @ $35. EACH	1365.	
ITEM 4.	TEST EQUIPMENT ALLOWANCE		200.
ITEM 5.	ENGINEERING AND INSPECTION: 5% OF ITEMS 1, 2 AND 3		1980.
	SUB-TOTAL - EQUIPMENT, INSTALLATION, ENGINEERING & INSPECTION		$ 39788.
ITEM 6.	ALLOWANCE FOR SALES TAX AND CONTINGENCIES BASED ON 15% OF ITEMS 1, 2, 3 AND 4		5941.
	ESTIMATED TOTAL COST		$ 45729.

OF THIS ESTIMATED TOTAL COST:

CHARGE TO AD VALOREM TAXES -	$40446.	
CHARGE TO ROAD FUND -	5283.	
FOR 7 MOBILE UNITS (ITEM 3-A)		
@ $692.	$4844.	
TAX @ 4%	194.	
INSTALLATION,		
7 @ $35.	245.	

THE 7 UNITS CHARGEABLE TO GAS TAX FUNDS ARE FOR INSTALLATION IN 4 VEHICLES ASSIGNED TO STREET REPAIR, AND 3 VEHICLES ASSIGNED TO STREET CLEANING. OF THE 7 UNITS, 5 ARE REPLACEMENT AND 2 ARE NEW.

NOTE:

THE TOTAL NUMBER OF MOBILE RADIO UNITS REQUIRED IN THE DEPARTMENT OF PUBLIC WORKS RADIO SYSTEM IS 43 (42 INSTALLED AND 1 SPARE).

THE DEPARTMENT OF PUBLIC WORKS WAS ALLOWED FUNDS IN THEIR 1960-61 BUDGET FOR 2 MOBILE UNITS, AND IN THEIR 1961-62 BUDGET FOR 1 MOBILE UNIT.

THESE FUNDS WERE TRANSFERRED TO THE DEPARTMENT OF ELECTRICITY THROUGH WORK ORDER. SINCE IT HAD BEEN PREVIOUSLY DETERMINED THAT REPLACEMENT OF THE DEPARTMENT OF PUBLIC WORKS RADIO SYSTEM WOULD BE NECESSARY PRIOR TO NOVEMBER 1,1963, THE DEPARTMENT OF ELECTRICITY TRANSFERRED EXISTING EQUIPMENT FROM DEPARTMENT OF ELECTRICITY VEHICLES OPERATING IN THE DEPARTMENT OF PUBLIC WORKS RADIO SYSTEM; CONSEQUENTLY, THIS BUDGET REQUEST INCLUDES FUNDS FOR ONLY 40 MOBILE RADIO UNITS RATHER THAN THE 43 REQUIRED IN THE SYSTEM. WORK ORDER FUNDS HAVE BEEN RETAINED UNENCUMBERED FOR THE PURCHASE OF 3 MOBILE UNITS.

OF THE 40 MODILE UNITS FOR WHICH FUNDS ARE BEING REQUESTED, 31 ARE REPLACEMENTS AND 9 ARE ADDITIONAL UNITS THAT THE DEPARTMENT OF PUBLIC WORKS REQUESTED THE DEPARTMENT OF ELECTRICITY TO INCLUDE IN THIS REQUEST.

A UNDERGROUND CADLE - NEW CENTRAL POLICE STATION AND UNDERGROUND DISTRICTS

THIS AMOUNT REQUIRED TO PURCHASE AND INSTALL A NEW UNDERGROUND CABLE ON KEARNY STREET AND COLUMBUS AVE., BETWEEN THE OLD HALL OF JUSTICE AT KEARNY AND WASHINGTON STREETS AND OUR EXISTING UNDERGROUND SYSTEM ON NORTH POINT ST.

THIS NEW CABLE IS NECESSARY IN ORDER TO EXTEND OUR EXISTING UNDERGROUND SYSTEM TO PROVIDE POLICE COMMUNICATIONS TO NEW CENTRAL POLICE STATION TO BE LOCATED ON VALLEJO STREET BETWEEN STOCKTON AND POWELL STREETS AND TO PROVIDE UNDERGROUND POLICE AND FIRE ALARM CIRCUITS FOR RECENTLY CREATED UNDERGROUND DISTRICTS IN THE GOLDEN GATEWAY PROJECT AND IN THE NORTH BEACH AND TELEGRAPH HILL AREAS.

NOTE: CADLE SIZE - 15 PAIR ON KEARNY AND COLUMBUS - WASHINGTON ST. TO STOCKTON ST.
7 PAIR ON STOCKTON AND VALLEJO, FROM COLUMBUS TO CENTRAL POLICE STATION
7 PAIR ON COLUMBUS FROM STOCKTON TO NORTH POINT

TEMPOARY LABOR	$ 4000.68
TRANSPORTATION AND EQUIPMENT CHARGE	186.00
MATERIAL AND SUPPLIES, DEPARTMENT OF ELECTRICITY	7358.76
	11545.44
10% ENGINEERINO, INSPECTION AND CONTINGENCIES	1154.54
TOTAL ESTIMATED COST	$12699.98

A UNDERGROUND CABLE - CENTRAL RADIO STATION & TWIN PEAKS AREA

THIS AMOUNT REQUIRED TO PURCHASE AND INSTALL A 50 PAIR UNDERGROUND CABLE BETWEEN DEPARTMENT OF ELECTRICITY MANHOLE AT PALO ALTO AVE. AND TWIN PEAKS BLVD. AND A DEPARTMENT OF ELECTRICITY MANHOLE AT SHRADER AND PAGE STREETS. PRIOR TO THE BUILDING OF THE NEW RADIO STATION AT CHRISTMAS TREE POINT THE DEPARTMENT OF ELECTRICITY HAD ONLY A 7 PAIR CABLE TO PROVIDE POLICE AND FIRE ALARM FACILITIES IN THE TWIN PEAKS AREA. AS OUR NEW RADIO STATION WAS DESIGNED TO BE OPERATED AS AN UNATTENDED STATION, NUMEROUS LAND LINES WERE REQUIRED BETWEEN THE RADIO STATION AND THE DISPATCH AND CONTROL UNITS LOCATED IN THE VARIOUS CITY DEPARTMENTS WHICH USE THE CITY RADIO SYSTEM IN THEIR DAY TO DAY OPERATIONS. THEREFORE, AS PART OF THE BUILDING PROJECT A NEW 101 PAIR CABLE WAS INSTALLED BETWEEN THE CENTRAL RADIO STATION AND THE MANHOLE OF PALO ALTO AVENUE.

IN ORDER TO PLACE THE RADIO STATION IN SERVICE IT WAS NECESSARY THAT WE EXTEND A CONSIDERABLE NUMBER OF THESE CABLE PAIRS TO TIE INTO ONE OF OUR MAIN TRUNK CABLES AT SHRADER AND PAGE STREETS. WE ACCOMPLISHED THIS BY SALVAGING WILEY TRAFFIC SIGNAL CONTROL CABLE WHICH WAS NO LONGER NEEDED FOR THIS PURPOSE. ALTHOUGH THIS CABLE HAS SERVED A USEFUL PURPOSE IT IS BECOMING A MAINTENANCE PROBLEM, AS IT IS OVER 20 YEARS OLD AND IS LOADED TO CAPACITY.

THEREFORE, IN ORDER TO PROVIDE ADDITIONAL CONTROL CIRCUITS FOR OUR NEW LOCAL GOVERNMENT RADIO SYSTEM AND OUR RAPIDLY EXPANDING CITY AND COUNTY RADIO SYSTEMS, IT IS ESSENTIAL THAT THIS NEW 50 PAIR CABLE BE INSTALLED TO REPLACE THE EXISTING CABLE AT THE EARLIEST POSSIBLE DATE.

NOTE: A FAILURE ON THIS CABLE WOULD DISRUPT THE RADIO COMMUNICATIONS OF THE POLICE AND FIRE DEPARTMENTS FROM THEIR CONTROL POINTS.

TEMPORARY LABOR -	$ 8549.06	
TRANSPORTATION AND EQUIPMENT CHARGE	338.17	
MATERIAL AND SUPPLIES, DEPARTMENT OF ELECTRICITY	15993.50	
	24880.73	
10% ENGINEERING	2488.07	
TOTAL ESTIMATED COST - - - - - - - -		$27368.80

FORM 4990

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission COUNTY AGRICULTURAL DEPARTMENT - FARMERS' MARKET — Index Number 241 — Sheet Number 1

1A New Market Master started at third step.

1-B To staff the Farmers' Market on the sixth day of operation, Monday. Market is open six days a week Monday-Saturday. Market Master is on a six day week schedule. This was shown in 900 appropriation obtained by supplemental budget July 1961.

1-C We are contemplating keeping the Market open Columbus Day 10/12/62. Decrease in this item because the Market was open three holidays during 1960-61 period. The Market will be open one holiday during 1962-63.

10/12/62	Columbus Day (Friday)	1 B 230	44.60	
		1 B512	30.19	
		½ C104	27.35	$102.14

1-D Increase due to higher rate of pay for janitor than in 1961-62 budget under this item. See addition at bottom of this page.

1-E To reimburse Market Master for carfare to make daily deposits of revenue for fees charged at the Farmers' Market.

1-F For maintenance and repairs of office equipment -- typewriter and adding machine.

1-G For mimeographing and printing of the various forms used at the Market. If the duplicating machine under equipment is approved, this item may be decreased by $50. from the amount we are requesting.

1-H This is estimate given by the Bureau of Heat, Light and Power. Greater amount of this account is used during the last six months of the fiscal year.

1-I Water bill is averaging $43 per month this fiscal year. Each stall has a water outlet for the farmers' use.

1-J For telephone service at the Farmers' Market.

1-K Routine correspondence and news releases to daily papers, radio and T. V. stations to stimulate more business and interest in the Market.

1-L Scavenger service to take away refuse from cleaning the Farmers' Market premises. Present rate of service is $66.18 per month.

1-M We are requesting $500. to contract with a local publicity firm to issue one press release weekly on a year-round basis to local daily and weekly newspapers, radio and T. V. stations to promote the sales of produce at the Market. The more produce sold, the larger the City proceeds in fees.

1-N Paper hand towels, other tissues and electric light bulbs are the main items in this appropriation.

1-O Hand soap, disinfectant, brooms and mops are the main items of this appropriation.

1-P To keep first-aid kit properly supplied.

1-Q Approximately 15,000 fee tags a year are used at the Market. Balance of appropriation is used for other office supplies. The cost of the last order of 15,000 fee tags was $145.00.

1-R Stationary from the Central Warehouse.

1-S Replacing Victor Adding Machine, Serial #548588 Purchaser's Inventory No. 123.

Estimated cost of replacement	$169.00
Estimated trade-in allowance	39.00
Net amount requested	$130.00

We have expended over $60. for repairs in the last two years for the present machine.

1-T Duplicating Machine A. B. Dick Model #1210 $225.00
This machine will be used to duplicate Market Bulletins as well as news releases and other information to promote greater use of the Market by farmers and general public. At present duplicating must be brought to the City Hall, causing delay in time to bring it there and then picking up the material when it is ready. Market is situated four miles from the City Hall.

1-D cont. C104 1 Janitor at $325. per month(Saturday only 16.75 x 52) $ 871.

1 Janitor at $325. per month replacing permanent janitor for 3 weeks vacation and sick leave(estimate 2 weeks) 406

$ 1277.

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission: Finance & Records - Public Administrator — Index Number 243 — Sheet Number 1

1-A

Permanent Salaries - Public Administrator 1961-62	$127,236
Increments due during 1962-63	3,941
Total 1962-63 requests	$131,177

1-B

Permanent Salaries - Public Guardian 1961-62	$ 19,925
Increments due during 1962-63	538
New Positions:	
1 T 157 Social Service Worker	5,232
1 B 410 Legal Stenographer	4,740
Total 1962-63 request	$ 30,435

1-C A Social Service Worker is needed to gather data for potential wards from the various institutions whose social workers are not fully able to give such information to the Public Guardian because of other duties. Additional duties of the Social Service Worker would be to assist in investigation, serve legal papers, and attend to personal needs of the wards.

A Legal Stenographer is needed to prepare the various legal documents used in filing for guardianship. During the life of the ward the legal stenographer prepares inventories, annual accountings, final accountings, etc., and various other legal documents as needed.

The actual figures for 1960-1961 and the estimated figures for 1961-1962 and 1962-1963 of the total number of wards are shown in the work program. Unless additional personnel is allowed, this program will not be able to assume new guardianships - the end result will be a loss of revenue to the county and the wants and needs of many people will be uncared for.

1-D Overtime necessary to protect property left neglected by death of owners and to keep records of Public Administrator up to date during rush periods. New cases do not have a steady trend as to the number of cases or the size and amount of work for each case.

1-E 1 B 410 Legal Stenographer for a period of 6 months.
6 x $385 - $2,310

Required for relief during vacation and absences due to sickness. There is no surplus manpower in this office, and when absence occurs, the work piles up, causing dissatisfaction to the public and a serious lag in collection of fees results. This office gets a great many inquiries from heirs as to the disposition of estates; from creditors as to the filing and payment of claims; from the public as to the sale of various items and many other phases of administration. The records, files, inventories and court calendars must be kept in order and up to date, if we are to properly handle the administration of estates in our hands.

1-F To provide auto when additional vehicle is needed.
1,000 miles @ 10¢ per mile - $100.00

Only one city auto is provided for the use of the Public Administrator's Office. This car is required by the investigator at all times. While it is in use, a private auto is sometimes needed, in addition, to answer urgent calls. Private auto is also required at night when calls are received at residence of Public Administrator, or employee other than the one where car is stored. It is also often necessary to make out of town trips for the protection of assets of the estate or in search of assets - if the estate was unable to pay such expense in the past, the Public Administrator has paid it.

1-G Trips in connection with estates having assets located outside of city. To attend committee meetings and hearings in connection with proposed legislation effecting Public Administrators and other routine travel as required.

1-H Travel expense in connection with the annual convention and two other meetings of Public Administrators Association of California.

1. Annual Convention

Number of persons to attend: 1.
Purpose: To attend convention.
Membership there authorized by Ordinance No. 8554. 4/30/54
Date of meeting: July or August 1962
Place of meeting: Santa Ana
Amount requested: $231.00

5 days @ $20.00	$100.00
800 miles @ .10)	
100 miles @ .06)	86.00
Annual Association dues	20.00
Registration fee	25.00
	$231.00

2. November 1962 Meeting

Number of persons to attend: 1.
Purpose: To attend semi-annual meeting of
Public Administrators and Coroners.
Membership therein authorized by Ordinance No. 8554.
Date of meeting: November 1962
Place of meeting: Bakersfield, California
Amount requested: $50.00

1-H (Continued)

3. February 1963 Meeting

Number of persons to attend: 1.
Purpose: To attend semi-annual meeting of Public Administrators and Coroners. Membership therein authorized by Ordinance No. 8554.
Date of meeting: February 1963
Place of meeting: Somewhere in central California.
Amount Requested: $50.00

In November and February, meetings are called, in addition to the annual convention, by the Public Administrator's Association and are somewhere in central California. The November meeting is normally held in Bakersfield and the February meeting is held in Modesto, Monterey, or some county within 150 miles of San Francisco. These meetings last approximately 1½ to 2 days and cover current problems of the Public Administrators - e.g., the next meeting will be held in Bakersfield and will cover a discussion of mutual problems with other related organizations and proposed State legislative changes.

In the past the Public Administrator has paid most of this expense out of his own pocket and the remainder was charged to routine expense. (206)

These meetings in November and February are essential to the best interest of the Public Administrator's Office. Mutual problems are discussed and ways and means to prevent adverse legislation affecting Public Administrators are advanced and carried out.

2-A Routine maintenance of 1957 Chevrolet #243-100, mileage 26,642 as of November 30, 1961. Increased age of automobile necessitates additional repairs. The appropriation for the current year has proven insufficient due to repairs that were necessary to keep the car in a safe operating condition. It has become necessary to request a transfer of funds to provide maintanance for the second half of this year. The transmission is noisy and the clutch still grabs even though they were recently repaired.

2-B Manual typewriter service:

6 Typewriters @ $10.80 each	$64.80	
Estimated parts	30.00	
Overhaul 2 typewriters	65.00	$159.80
2 IBM Selectric typewriters @ $35.00 each		70.00
Adding machines:		
Burroughs, style #90801	$15.60	
Burroughs, style #90853	22.60	
Remington, 10 key portable	28.44	
Underwood, add-mate	20.00	
Total adding machine repairs		$ 86.64
Calculating machine:		
Monroe #283494		35.00
Electric Dating Machine		7.50
		$358.94

2-C Mimeographing and printing various forms required for Public Administrator. Additional forms required for coming year. Where possible we are using form letters to save time and money in transactions which are duplicated in many of the estates being handled by the Public Administrator.

2-D

Monthly Service Charge 12 x $53.90	$646.80
Long distance and Metropolitan Area calls 12 x $15.00	180.00
	$826.80
Installation of phones in new quarters on anticipation of move to consolidate office with Public Guardian	$144.00

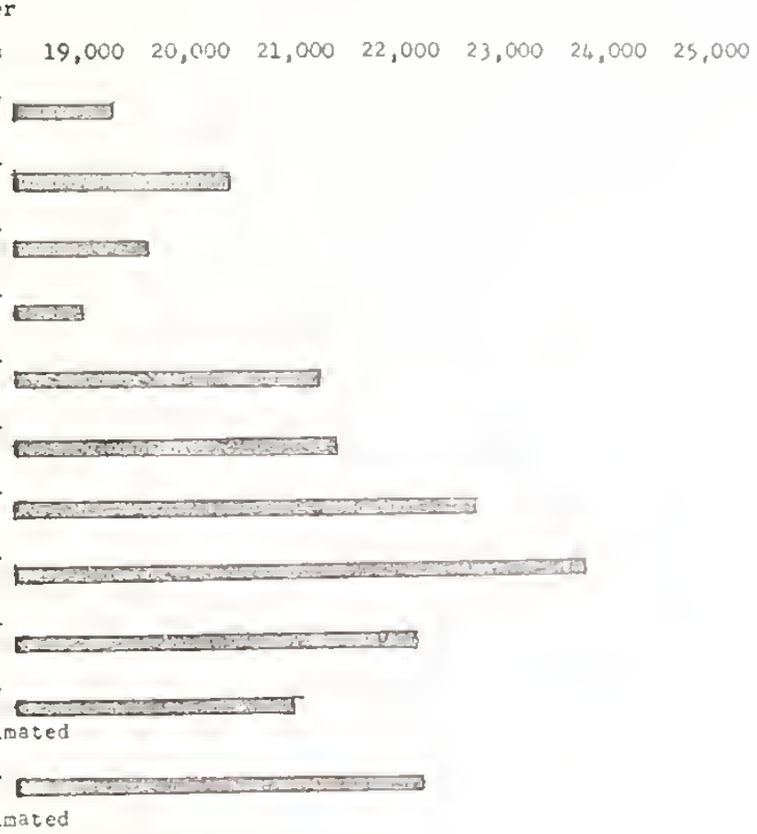
2-E Publication of Semi-Annual Report as required by Probate Code Sec. 1153 and Gov't Code Sec. 60-62.

Estimate: 22,000 lines @ .28	$6,160.00
Copies to be filed with County Clerk	34.00
	$6,169.00

2-E (Continued)

SEMI-ANNUAL REPORTS

Lines Published by Years
(Adjusted to New Regulations)



3-A

Two daily newspapers, 12 mo. @ $2.75 each	$ 66.00
Wall Street Journal, 1 year	24.00
Kelley Blue Book, 1 year	15.00
Weekly Law Digest, 1 year	20.00
Bancroft Whitney Co., Court Reports	49.40
Commerce Clearing House, Tax Treatise	30.00
	$204.40

3-B Subscription to Reverse Telephone Directory. To be used in investigations of estates where address only is known and name is unknown. The Telephone Company will not give out this information orally and the City Directory does not have up-to-date listings.

3-C To provide for audit of records of Public Administrator by a firm of accountants.

3-D To provide funds for legal expense incurred in new cases, to protect assets of estates, when it proves impossible to secure reimbursement from the estate. This appropriation is infrequently used but when emergency arises it will be a critical need.

3-E Cost of notary fees on estates which prove to be worthless and notary fees on other documents such as Semi-Annual Report.

3-F Estimated mileage 500 miles per month.
Included in this 500 miles per month would be travel to Hassler Health Home (2 round trips at 80 miles per trip), Veterans' Home at Yountville (130 miles per round trip), Napa (90 miles per round trip), and various places in San Francisco by the Public Guardian, Assistant Public Guardian, and Social Worker, in the course of investigating applications, serving citations and caring for the personal needs of the wards, etc.
10¢ x 500 x 12 months - $600.00. If new car is allowed, can be reduced to $200.

3-G Bimonthly typewriter service

1 Typewriter 6 x $1.85 - $11.10		
Estimated parts	5.00	$16.10
Adding Machine Service	$28.44	$44.54
		$45.00

3-H Mimeographing and printing office forms. Decrease is based on experience.

3-I Telephone Service for Public Guardian. Decrease is based on experience.

3-J Installation of Telephones on consolidation of Public Administrator and Public Guardian offices.

4-A Postage stamps for office correspondence. Decrease is based on experience.

4-B Legal expense in new cases when it is impossible to reimburse from estate.

4-C Supplies to carry on routine office work. Increase is based on anticipated higher costs.

4-D Office supplies as required from City warehouse. Increase is based on anticipated higher costs.

4-E Gasoline and oil needs of Public Guardian to operate automobile requested in O.E. 451.

4-F An increase in stationery and office supplies is needed because of the anticipated increase of cases in the Public Guardian's program.

4-G An increase in Stores supplies is needed because of anticipated increase of cases in the Public Guardian's program.

4-H To replace old posture chairs of stenographers with heavier, more comfortable posture chairs.

3 Posture chairs - All Steel Equipment Co. #845	$184.35
Sales Tax	7.37
	$191.72

Estimated trade-in allowance:

Inv. No.	Description	Amount	
105	Chair, Posture Cush. Shaw Walker	$10.00	
106	Chair, Posture Cush. Shaw Walker	10.00	
107	Chair, Posture Cush. Shaw Walker	10.00	-30.00
			$161.72

4-I To replace old manual typewriters with more efficient electric typewriters in order to provide fast and less tiring typewriters for typists who use their typewriters constantly. More copies can be made, reducing the number of typing operations.

3 Typewriters, I.B.M. Selectric	$1,125.00
Sales Tax	45.00
	$1,170.00

Estimated trade-in allowance:

Inv. No.	Description	Amount	
32-119	Typewriter Remington 11" KMC #JD1469308	$20.00	
32-139	Typewriter Remington Super Riter 11" #J2199614	25.00	
	Typewriter Remington Super Riter 11" #J2323162	25.00	-70.00
			$1,100.00

4-J Dictating machines for use of attorneys in dictating letters and legal work to be typed.

2 Dictating Machines, Comptograph Coronet #D-25		
2 @ $324.00 each	$648.00	
1 Transcribing Machine, Comtograph #D20-2	298.00	
	$946.00	
Sales Tax	38.00	
	$984.00	

4-K Automobile is required for the use of the Public Guardian and Social Worker. The car is necessary for daily investigations and for tending to the personal needs of the wards. It would be a physical impossibility to operate without an automobile either directly owned by the City or by the employees, the latter necessitating funds in O.E.201 and O.E.203. The amount of $600.00 requested in O.E.203 can be eliminated if the purchase of this auto is approved.

4-L Adding Machine is needed for the use of the permanent Accountant

1 Olivetti MC 22E Electrosuma 10 key Adding Machine	$228.00	
Sales Tax	9.12	
	$237.12	$238.00

4-M 2 Typewriters are needed for the use of the new Social Service Worker and legal stenographer

Price, Tax included	$400.00

4-N 1 Desk Lamp is needed for the permanent clerk-typist.

Model-Dazor #2324P Fluorescent (24" arm extension)	$ 35.00
Sales Tax	1.40
	$ 36.40

FORM 4890

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission REAL ESTATE - OFFICE

BUDGET EXPLANATIONS

Index Number 245

FISCAL YEAR

Sheet Number 1

A FUNDS REQUESTED TO DEFRAY EXPENSES OF DIRECTOR OF PROPERTY WHILE ATTENDING AMERICAN RIGHT OF WAY ASSOCIATION CONFERENCE IN ATLANTIC CITY, N.J. MAY 1963. MEMBERSHIP AUTHORIZED BY ORDINANCE 4942 AS AMENDED:

TRANSPORTATION COST	$280.00
EXPENSES	120.00
REGISTRATION AND INCIDENTALS	50.00
	$450.00

B TWO ELECTRIC TYPEWRITERS PURCHASED 1956 AND 1957 NOW REQUIRE MORE FREQUENT SERVICING.

C BLOCK BOOKS, EVALUATION BOOKLET, AND MISCELLANEOUS REPRODUCTION WORK WILL COST AN ESTIMATED $1450.00 FOR 1961-62 DUE TO INCREASED PRICES OVER BUDGET ESTIMATE. FURTHER PRICE INCREASES OF 10% ARE EXPECTED FOR 1962-63.

D ESTIMATE GIVEN BY TELEPHONE COMPANY FOR YEARLY SERVICE CHARGE IN NEW QUARTERS AT 450 McALLISTER STREET. MORE COMPLEX INSTALLATION ESSENTIAL FOR EFFICIENT OPERATION AT NEW LOCATION.

E MARSHALL VALUATION SERVICE HAS INCREASED ITS YEARLY PRICE BY $3.00.

F DIRECTORY BOARD SERVICE FOR THE CITY HALL COSTS $319.00 A YEAR. NEW SERVICE AT 450 McALLISTER STREET AND NEW HALL OF JUSTICE IS ESTIMATED AT $50.00 AND $200.00 A YEAR RESPECTIVELY.

G TO REPLACE TWO TIRES ON DEPARTMENTAL 1957 CHEVROLET SEDAN, LICENSE #E102039 AT 21,000 MILES.

H 1957 CHEVROLET SEDAN IS BEING USED MORE BY NEW ASSISTANT DIRECTOR OF PROPERTY, WHO USED PERSONAL CAR PREVIOUSLY.

I SUPPLIES ARE KEPT AT A MINIMUM, ESPECIALLY ANYTHING CARRYING THE 93 GROVE STREET ADDRESS. DEPARTMENTAL MOVE WILL REQUIRE THE EXTRA $70.00.

J REPLACEMENT OF OLD WOODEN TYPEWRITER DESK WHICH APPEARS ON PURCHASER'S INVENTORY OF 1938 AS NO. 34-31. HAS NO TRADE-IN VALUE.

K FOUR STEEL AND GLASS PARTITIONS 68" x 42" TO SEPARATE FUNCTIONAL AREAS IN MAIN OFFICE AND TO LESSEN NOISE LEVEL.

L FOR STORAGE OF INCREASING VOLUME OF PERMANENT RECORDS WHICH MUST BE MAINTAINED IN A READILY ACCESSIBLE AREA IN THE OFFICE.

M NEEDED FOR GREATER EFFICIENCY IN RECORDING APPRAISAL INFORMATION AND REPORTS; AND FOR GENERAL DICTATION. ALLOWS KEY PERSONNEL TO DICTATE AFTER 5 P.M. AND AT OTHER TIMES WHEN STENOGRAPHIC HELP IS NOT AVAILABLE.

N REFINISH FURNITURE USED BY DIRECTOR OF PROPERTY FOR USE AT 450 McALLISTER STREET. MORE THAN FIFTEEN YEARS OLD AND BADLY IN NEED OF REFINISHING.

O CARPET IS FOR DIRECTOR OF PROPERTY IN NEW QUARTERS AT 450 McALLISTER STREET.

P TO REPLACE 1952 MANUAL TYPEWRITER WITH ELECTRIC MODEL FOR USE OF SECRETARY TO DIRECTOR OF PROPERTY.

Q TO REPLACE MANUAL MACHINE PURCHASED 1950 WITH ELECTRIC MODEL TO HANDLE AN INCREASING ACCOUNTING WORK LOAD.

R URGENTLY NEEDED FOR TAKING FACSIMILE COPIES OF DOCUMENTS SUCH AS LEASES, CONTRACTS AND MAPS, AND SKETCHES AVAILABLE TO US FOR SHORT PERIODS BUT WHICH THE OWNERS MAY NOT RELEASE. MUCH DELAY WILL BE SAVED WHERE A DUPLICATE IS NEEDED QUICKLY AND TIME DOES NOT PERMIT GOING THROUGH THE REPRODUCTION DEPARTMENT.

S TO REPLACE OLD CAMERA USED TO PHOTOGRAPH LAND, BUILDINGS, AND OTHER IMPROVEMENTS IN WHICH CITY IS INTERESTED WITH POLAROID CAMERA. REQUIRED FOR COMPARABLE SALES DATA, EXPLANATIONS AND REPORTS TO FINANCE COMMITTEE AND BOARD OF SUPERVISORS AND EMERGENCY USE WHERE TIME DOES NOT PERMIT ORDINARY DEVELOPING AND PRINTING PROCEDURES.

FORM 4280

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission REAL ESTATE - OFFICE — Index Number 245 — Sheet Number 2

A MEMBERSHIPS OF DIRECTOR OF PROPERTY IN REAL ESTATE ORGANIZATIONS. AUTHORIZED BY ORDINANCE 4942 (SERIES OF 1939) AS AMENDED, AND ORDINANCE 227-58.

AMERICAN RIGHT OF WAY ASSOCIATION	$10
SAN FRANCISCO REAL ESTATE BOARD	12
AMERICAN INSTITUTE OF REAL ESTATE APPRAISERS	35
NORTHERN CALIFORNIA INSTITUTE OF REAL ESTATE APPRAISERS	15
SOCIETY OF RESIDENTIAL APPRAISERS	35
	$107

B INSURANCE FOR CIVIC CENTER PARKING PLAZA BASED ON PREVIOUS YEAR.

C REPRESENTS CHARGES AGAINST WORK ORDERS ISSUED BY THIS DEPARTMENT FOR TIME SPENT BY INTERDEPARTMENTAL EMPLOYEES AS NEEDED ON RECORDS AND MAPS REQUIRED BY CHARTER SECTION 94. WAGE RATES HAVE INCREASED 30% SINCE 1955-56 AND EXCESS COSTS HAVE BEEN CHARGED TO OTHER WORK ORDERS.

D CITY LEASES A FIREHOUSE ON BUSH STREET FROM PACIFIC TELEPHONE COMPANY. RENT IS $100 PER MONTH PLUS PAYMENT OF TAXES.

E

SCHEDULES OF LEASES FOR HEALTH CENTERS 1962-63

LESSOR	LOCATION	DATE BEGIN	RENT PER MONTH	TOTAL FOR YEAR
FOGARTY	300 BENNINGTON STREET	7-1-62	$ 40.00	$ 480.00
VISITACION	66 RAYMOND STREET	"	15.00	180.00
S.F.H.A.	190 HILLTOP ROAD	"	10.00	120.00
S.F.H.A.	799 PACIFIC STREET	"	300.00	3600.00
SABATINI	3165 STEINER STREET	3-1-63	160.00	1920.00
PATRUCCO	2201 SUTTER STREET	4-1-63	140.00	1680.00
CORDES	498 SANCHEZ STREET	9-1-62	100.00	1200.00
Y.M.C.A.	PARK-PRESIDIO BRANCH	7-1-62	21.67	260.00
			$786.67	$9440.00
F SANS	680 HOWARD AND 33 HUNT (V.D.)	7-1-62	$255.00	$3060.00
G OYEN	1500 GROVE STREET	7-1-62	$975.00	$11,700.00

H

SCHEDULE OF LIBRARY LEASES

BAUMANN	37 LELAND AVENUE	7-1-62	$ 75.00	$ 900.00
STRATIOOS	111 BHOAD STREET	"	95.00	1140.00
PAXINOS	700 BOSWORTH STREET	"	85.00	1020.00
MEHRIN	2434 SAN BRUNO AVENUE	"	75.00	900.00
SOLDAVINI	387 ASHTON AVENUE	"	135.00	1620.00
SHARMAN	5009 THIRD STREET	"	125.00	1500.00
STANDARD OIL	551 MARKET STREET	"	850.00	10200.00
DONATI	4465 MISSION STREET	4-1-63	175.00	2100.00
			$1615.00	$19380.00

A. Both the Auditorium and Brooks Hall will continue normal operation through October 1962, and a full complement of employees will be required for the first 4 months of the 1962-63 fiscal year.

At the present time 1½ Janitors are assigned to service the Retirement Board, the Real Estate Department, and the Health Service System. When these departments move from the building. 2 Janitors are to be assigned to 450 McAllister St. who will remain on the Auditorium payroll. In October 1962 - 2 Janitors will be terminated, cutting our Janitorial staff to 4 men. The 2 Janitors assigned to 450 McAllister St. are included in our 1962-63 budget. The Elevator Operator will be terminated when the Health Service System moves from the building.

Listed below are the employees and the period of employment for the 1962-63 fiscal year:

1	B-71	Manager Auditorium & Exhibit Hall	12	mos.	$ 13,512.00
1	B-71.1	Asst. Mgr. " " "	12	"	9,624.00
1	B-408	General Clerk Stenographer	12	"	5,364.00
6	C-104	Janitors	12	"	28,384.00
2	C-104	Janitors	4	"	2,745.00
2	C-107	Working Foreman Janitors	12	"	10,596.00
1	C-152K	Watchman	12	"	4,794.00
1	C-152	Watchman	12	"	4,794.00
1	C-152	Watchman	4	"	1,450.00
					$ 81,263.00

B. The Electrician will be needed throughout the year to maintain 2000 fluorescent tubes in Brooks Hall, together with all of the other electrical equipment in the area.

The Carpentor, in addition to his normal duties of erecting staging platforms and performing general repair work throughout the building. will be needed to replace casters. wheels and repair 200 chair-trucks. This repair work on the trucks is necessary and vital, the reasons for which are outlined in our request for $8,600.00 for materials to do this work.

The Maids are needed to service the Ladies Rest Rooms.

A breakdown of the wages is as follows:

B-108	Electrician	252 days @	$ 33.79	$ 8,516.00
A-154	Carpenter	252 days @	31.60	7,964.00
C-101	Dressing Room Maids (as needed)		1.47 per hr.	1,800.00
				$ 18,280.00

C. Request of $4,000.00, compared to $6,000.00 in current budget, based on 4 months (July 1 to October 31) full operation, and 1/2 balance of the year.

D. Request based on 4 months full operation. Eight (8) months operation of Brooks Hall. Seven (7) day operation of Brooks Hall will be necessary when occupied by tenants.

E. Temporary employees will be required when Brooks Hall is occupied by tenants as our permanent Janitorial staff will be cut by 3/5 during the rehabilitation program.

Form 6260

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission REAL ESTATE - Civic Auditorium/Brooks Hall — Index Number 247 — Sheet Number 2

A. The Auditorium will be entirely vacated from November 1, 1962 through October of 1963. Extensive alterations will be done during this period. All of our equipment, chairs, basketball court, backboards, elevated seat-sections, staging, power tools, ladders, trucks and other materials will have to be moved from the building. There is no available space in Brooks Hall.

Quotation was received from Lyon Van & Storage Co. to move and store this equipment. The figure was based on an area of approximately 7,000 sq. ft. The basketball court must be placed in a dry area with a constant circulation of air to prevent warping of the wood.

B. Request based on 4 months operation at $50.00 permonth, as Auditorium will be in operation through October 1962.

C. Request based on 4 months operation of Auditorium at the current contract price of $95.00 per month.

D. Request based on letter from Bureau of Light, Heat & Power dated Dec. 18, 1961.

E. Towel service and cleaning will amount to $110.00. The balance of $312.00 is for white uniform coats to properly identify employees. Copy of letter to Mr. P. L. Rezos from Clapp & Poliak, Managers of Industrial Expositions, is attached outlining reasons for the request.

F. Request based on present contract with Scavenger Company. This contract is less than in previous years.

G. No funds requested for window-washing because of rehabilitation. Building Janitors can do necessary window-washing next fiscal year.

H. Request based on present contract to control cockroaches and rodents in buildings.

I. The increase of $8,100.00 is for materials to repair 200 chair-trucks. The trucks at this time are equipped with steel wheels used on the present old maple floor.

The rehabilitation program calls for concrete floors to replace all wood floors in the main arena and Polk and Larkin Halls, and while the steel wheels operate satisfactorily on wood floors, these wheels would damage the smooth cement finish. We have 200 chair-trucks and, when loaded, weigh 1,100 pounds each.

Rubber or plastic wheels should be installed on these trucks and the trucks repaired as required at this opportunity.

We have recently purchased 15 similar trucks for the basketball court at a cost of $200.00 each. At this price it would cost $40,000.00 to replace our chair-trucks.

Truck repair is in addition to our regular requirements.

J. Supplies required for Brooks Hall for 12 months and for Civic Auditorium for 4 months.

K. Estimated amount needed for fuel for this equipment.

L. Estimated amount needed for this fiscal year based on previous experience and bookings

FORM 6180

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission REAL ESTATE - Civic Auditorium/Brooks Hall

BUDGET EXPLANATIONS

Index Number 247

FISCAL YEAR 1962-1963

Sheet Number 3

A. Estimated Amount needed for this fiscal year based on bookings and past experience.

B. Enough funds on hand in this year's budget for needed flags.

C. Only 2 items of equipment are being requested, as follows:

1 -	Heevy duty electric drill 1/2" with reverse switch	$150.00
1 -	Volt Amp. meter	50.00

We have been borrowing such an electric drill from other departments for various jobs. We should have one in our shop.

Volt Amp. meter required by Electrician to check out circuits, overloads by shows attaching extra electrical equipment in building.

D. The Architects/Engineers have notified us that we will have to vacate the Auditorium for the period November, 1962 through October of 1963. The small auxiliary office in Brooks Hall is inadequate for the following reasons:

1. It is hard to locate.
2. The space is only 100 sq. ft. - 10' x 10'.
3. When Brooks Hall is in use the lessee stations guards at the entrance with instructions to admit only those purchasing tickets or, in the case of a convention, authorized persons with badges.

The Convention and Visitors Bureau is planning to rent space in the Marshall Square Building, one block east of the Auditorium. The continued close association between this Bureau and the Auditorium management is not only advantageous to both of us, but to the convention and exhibit managers visiting San Francisco for the purpose of making preliminary arrangements to bring their people to our City.

This money is requested to provide 508 sq. ft. of office space in this same building for this one year period. The rate is 25¢ per sq. ft.

E. Annual membership dues in the International Association of Auditorium Managers authorized by Ordinance 4942 (1939) Adm. Code 16.6-8

A. SALARY INCREMENTS BASED ON ANNUAL SALARY ORDINANCE No. 130-61, 1961-1962.

B. TIES IN WITH PROJECT FOR MICROFILMING OLD RECORDS FROM 1906 TO 1959. AT NO ADDITIONAL COST TO THE CITY, IT IS PLANNED TO MAKE USE OF ONE PHOTOSTAT OPERATOR NOW WORKING ON THIS PROJECT, PLUS HALF THE SERVICES OF A GENERAL CLERK NOW DOING SEARCHING WORK FOR THE ASSESSOR.

C. CARFARE EXPENDED BY EMPLOYEES TO PICK UP SMALL STATIONERY ITEMS (SUCH AS RUBBER STAMPS, SPECIAL PERMANENT INK FOR INDEXING, SPECIAL TAPE FOR MICROFILM, ETC.) PAID FOR FROM PETTY CASH, RECORDER'S REVOLVING FUND; DELIVER AND PICK UP REPAIRED STAMPING MACHINES.
ALSO INCLUDES FARES FOR DEPUTIES REQUIRED TO APPEAR AS WITNESSES AND SUBPOENAED TO BRING OFFICIAL RECORD BOOKS AS EVIDENCE.

D. PICK-UP AND DELIVERY SERVICE TO AND FROM CONTRACTOR FOR PROCESSING OF MICROFILM AND MAKING DUPLICATIONS THEREOF -- ONE COPY FOR OFFICE FILES AND FOR PUBLIC INSPECTION, ONE COPY FOR PURPOSE OF PRODUCING CERTIFIED COPIES, ONE COPY FOR STORING IN TWIN PEAKS TUNNEL VAULT FOR SECURITY PURPOSES.
THIS SERVICE ALSO INCLUDES DELIVERY AND PICK-UP OF FILMS OF OLD RECORD BOOKS FROM 1906 TO 1959 FOR SECURITY PURPOSES, AND COUNTY CLERK MICROFILM AND DUPLICATIONS.
GOVERNMENT CODE SECTION 26205.6 PROVIDES THAT OLD RECORDS MAY BE DESTROYED IF A COPY ...(MICROFILM)...HAS BEEN MADE AND DEPOSITED IN A SAFE PLACE.
1961-62 ESTIMATES BASED ON SENDING FILM EVERY OTHER DAY; WITH MICROFILMING OLD RECORDS (SUPPLEMENTAL APPROPRIATION) IT WAS FOUND THE FILM COULD BE SENT OUT EVERY DAY. NO ADDITIONAL APPROPRIATION WAS MADE FOR THIS SERVICE BUT IT IS EXPECTED WE CAN DIVERT SOME FUNDS FROM REPAIRS WHICH MAY NOT BE REQUIRED THIS YEAR. (O.E.218)

E. OFFICIAL TRAVEL:
NUMBER OF PERSONS TO ATTEND 1
PURPOSE: ATTENDANCE AT ANNUAL COUNTY RECORDER'S CONVENTION AND/OR SPECIAL MEETINGS CALLED BY SECRETARY OF STATE OR OTHER STATE OFFICIALS.
MEMBERSHIP AUTHORIZED BY ORD.NO.4042 AND/OR GOVERNMENT CODE SEC3.20010 & 24056.
DATE OF MEETING: CANNOT BE DETERMINED UNTIL AFTER THE MEETING TO BE HELD EARLY IN 1962. IT IS USUALLY HELD SOMETIME IN FEBRUARY, MARCH, OR APRIL BEFORE LEGISLATURE RECONVENES, AND IS USUALLY OF THREE DAYS' DURATION.
PLACE OF MEETING: THIS WILL BE DETERMINED AT THE MEETING TO BE HELD EARLY IN 1962.
AMOUNT REQUESTED ..... $100.
EMPIRE TRAVEL (LEGISLATURE, ETC.) COUNTY CLERK & RECORDER'S OFFICES, IN CONNECTION WITH PROPOSED LEGISLATION $26

F. IT WAS DECIDED TO GO ON AN "AS NEEDED" BASIS FOR SERVICE TO ADDING MACHINES, TYPEWRITERS, CAMERA AND VIEWERS. FOR THIS REASON OUR EXPENDITURES WERE CONSIDERABLY LOWER THAN ANTICIPATED -- SERVICING CALLS BY CONTRACTORS WERE NOT MADE ON AN AUTOMATIC BASIS -- ONLY WHEN ACTUALLY REQUIRED, SUCH AS BREAKDOWNS, JAMMING, OFF-FOCUS.
THERE ARE 20 MACHINES IN THIS OFFICE INCLUDING CAMERA, VIEWERS, ADDING MACHINES, TYPEWRITERS. BASED ON PAST PERFORMANCE WE BELIEVE THE SMALL SUM OF $25 AVERAGE PER MACHINE PER YEAR SHOULD BE ADEQUATE FOR 1962-63 SINCE THE CASH REGISTER, WHICH IS THE ONLY MACHINE REQUIRING REPAIRS URGENTLY, IS BEING REPAIRED THIS YEAR.

G. THIS ITEM WAS FOR CERTAIN MAP BOOK REPAIRS AND RIGHTFULLY SHOULD HAVE BEEN INCLUDED WITH OTHER O.E.234 ITEMS. (O.E. ON PURCHASE ORDER WAS CHANGED FROM 234 TO 219).

H. ASSESSOR'S BLOCK BOOKS, ANNUAL CHANGES AND CORRECTIONS $1200
STENCILS, FISCAL REPORTS, FORMS, AVERAGE $5 PER MONTH 60
FOR CLIENTS OF THE OFFICE: REPRODUCTION OF MAPS, PORTIONS OF MAPS AND SUBDIVISION MAPS, OLD BOUND INDEXES. FEES FOR THIS SERVICE ARE CHARGED AGAINST O.E.224, COLLECTED FROM THE CLIENT, BUT DEPOSITED TO THE GENERAL FUND -- NO CREDIT MADE TO RECORDER'S ACCOUNT 140
$1400

I. TELEPHONE & TELEGRAPH (PURCHASED)
ACTUAL TELEPHONE CHARGES NOW ARE $20.20 PER MONTH, OR $242.40 PER YEAR.

J. POSTAGE
ESTIMATED 1962-63 DOCUMENTS TO BE FILED AND RECORDED 111,000
ESTIMATED 20% TO BE RETURNED BY MAIL @ 4¢ 22,000
INCLUDES MAILING OF CERTIFIED COPIES OF DOCUMENTS, MARRIAGE CERTIFICATES, CORRECTIONS OF RECORD, NOTICES TO PERSONS FAILING TO USE LICENSE, NOTICES TO PERSONS SENDING IN DEFECTIVE INSTRUMENTS, CORRESPONDENCE REQUESTING INFORMATION AND REPLYING TO INQUIRIES. $888
ALSO INCLUDES FORWARDING OF MARRIAGE LICENSES TO SACRAMENTO ONCE A WEEK. 80
$968

K. BLUEPRINTING, MIMEOGRAPHING, PHOTOGRAPHY, BOOKBINDING, BOOK REPAIRS, ETC.
1. BINDING 28 VOLUMES GRANTOR-GRANTEE INDEXES, A BIENNIAL ITEM. (1960-61 COST WAS $2777.58). THIS MUST BE DONE EVERY TWO YEARS -- CALENDAR YEARS 1961-1962 TO BE BOUND ABOUT JANUARY 1963. $2900
2. BOOK REPAIRS, 15 OLD VOLUMES @ $30. 450
WITH CONSTANT HANDLING BY THE PUBLIC, TITLE SEARCHERS, OFFICE STAFF AND JANITOR, THERE IS ALWAYS AN UNFINISHED JOB OF REBINDING AND REPAIRING FREQUENTLY USED BOOKS.
3. DUPLICATING 39,600 FEET OF FILM AT 5¢ FOOT: CURRENT RECORDINGS, 2 DUPL., 1906-1959 OLD BOOKS 2 DUPL. 1980
TIES IN WITH O.E.372, FILM REQUIREMENTS.
$5330

K. (CONTINUED FROM SHEET 1-K)
4. BINDING OFFL.BOND BOOK - BY USING THE SAME TYPE OF INEXPENSIVE BINDER THAT WE USE FOR EDWARDS ABSTRACTS BINDING @ $3 EACH, WE CAN ELIMINATE THE MORE EXPENSIVE BINDING @ $25 AND THE JOB CAN BE DONE VERY SIMPLY RIGHT IN THE OFFICE.
5. BIND 4 VOLS.MARRIAGE LICENSE INDEXES, 2 MEN, 2 WOMEN, AND ALPHABETICAL INDEX TABS; A TRI-ENNIAL ITEM. (NEXT:1964-1965 BUDGET). 1959-1960-1961 WILL BE BOUND IN JANUARY 1962. 1962-1963-1964 SHOULD BE BOUND IN JANUARY 1965, THEREFORE NO REQUIREMENT AGAIN UNTIL THE 1964-1965 BUDGET.

A. SUBSCRIPTIONS - REALTY INDEX:YEARLY SUBSCRIPTION TO THIS BOOK WHICH SHOWS OWNERS OF PROPERTY BY STREET ADDRESS,NAME,BLOCK AND LOT NUMBER.SUBSCRIPTION PRICE INCLUDES TWICE A YEAR CORRECTIONS.

B. RENTAL OF OFFICE EQUIPMENT - TO PROVIDE 16 M.M.FILM COPIES OF DOCUMENTS NOW IN BOUND BOOKS:

	NO.DOCS.	YEARS
ORIGINAL FOR OFFICE REFERENCE,CERTIFIED COPIES	4,800,000	1907-59
SECURITY FOR STORAGE IN UNDERGROUND VAULT	4,800,000	1907-59
JACKET DUPLICATE FOR OFFICE REFERENCE,DOCUMENTS HAVING MOST FREQUENT REFERENCE	1,700,000	1947-59

C. MISCELLANEOUS
POSSIBLE CONTRACTUAL ITEMS NOT HEREINBEFORE LISTED, SUCH AS SHARPENING LARGE PAPER CUTTER, REGISTRATION FEE RECORDER'S CONVENTION, CARFARE, ETC. $25
RECOVER 5 METAL TYPEWRITER CHAIRS(PURCHASED IN 1946) @ $10 EACH. THE METAL FRAMES ARE STILL IN GOOD CONDITION BUT THE UPHOLSTERY IS BADLY WORN AND IN ONE CASE ACTUALLY IN SHREDS. WITH NEW PADDING OF NAUGAHYDE, THESE CHAIRS SHOULD GIVE MANY MORE YEARS OF SERVICE AND WOULD BE MORE ECONOMICAL TO RECOVER THAN TO REPLACE THEM.
NEW TYPEWRITER CHAIRS COST FROM $56 TO $100 FOR POSTURE CHAIRS, AND STENOGRAPHERS' CHAIRS $42 UP TO $85. BY RECOVERING WE CAN SAVE ABOUT $40 EACH CHAIR. 5 @ $10 $50
$75

D. REPLACEMENT PARTS, MACHINERY $50
TIMER FOR PHOTOSTAT RECORDER #5461.
THE TIMER IN USE NOW HAS BEEN ON THE MACHINE SINCE THE RECORDER WAS FIRST PURCHASED, ABOUT 12 YEARS AGO, AND ONLY RECENTLY IT HAS REQUIRED SERVICING. THE REPAIRMAN HAS INFORMED US THE NEXT TIME IT FAILS TO FUNCTION IT CANNOT BE REPAIRED AND MUST BE REPLACED.
REPLACEMENT PARTS:MICROFILM EQUIPMENT:

FLOOD LIGHTS 4 @ $2	$ 8	
BULBS #25306	6	
LAMPS FOR VIEWERS 8 @ $3	24	
LAMPS FOR MODEL D CAMERA 4	10	
REPLACEMENT PARTS:PHOTOSTAT RECORDERS:		
BELT SETS (INNER & OUTER) REPLACED ONCE A YEAR ON ALTERNATE MACHINES. LAST ORDER OCT.10/61 SHOWED AN INCREASE OF $57 IN PRICE OVER BUDGET EST. ,60% GAIN.	141	
HEATING ELEMENTS (MERCURY TUBES)	45	
STARTERS 6	3	$237
		$287

E. FOODSTUFFS (BOTTLED WATER) $ 60
ABOUT $5 A MONTH. NORMAL ANTICIPATED INCREASE.

F. CITY DIRECTORY
FOR USE OF THE PUBLIC,OFFICE,AND TITLE SEARCHERS. $85
ACTUAL 1961-62 COST $83.20.

G. STATIONERY & OFFICE SUPPLIES
MARRIAGE LICENSE INDEX SHEETS,250 MEN, 250 WOMEN $130
FEE TAGS ESTIMATE 111,000 (2220 BOOKS @ 25¢) BASED ON 1960-1961 COSTS 577
ORDER BOOKS FOR LISTING DOCUMENTS BY NUMBER, 20M ENTRIES, 6 PER YEAR @ $8. (1960-61 PRICE $7) 48
FEE REGISTER SHEETS, 1600 78
4 BINDERS FOR EDWARDS ABSTRACTS & OFFL.BOND BOOK (NONE THIS YEAR); OBTAINED ENOUGH FOR 2 YRS.LAST ORDER.
LARMAC INDEX TO LAWS (NOT REQUIRED THIS YEAR)
MAP BOOK T (NEW) " " " "
4 BINDERS FOR FEE REGISTER SHEETS(LIBERTY) $4.75 EACH 19
MISC.STATIONERY,STAPLERS, RUBBER STAMPS,SPECIAL INK,MINOR HEADS LETTERHEADS ENVELOPS, 20% OF ESTIM.111,000 DOCS.RECEIVED TO BE RETURNED BY MAIL, OR 22,200 36
300 OTHER 62
22,500 (1960-61 PRICE FOR 20,000 $80) $750

H. PHOTOGRAPHING & DRAFTING SUPPLIES
ONE-SIDE PHOTOSTAT PAPER FOR CERTIFIED COPIES AND OTHER COPIES, PLUS CHEMICALS.

	AVERAGE USE PER MO.	PER YEAR	
PAPER	13 ROLLS	156 @ $23.69	$3504
FIX (INCR.38 DRUM)	4 DRUMS	48 @ $21.	1008
DEVELOPER	CASES	30 @ $19.	570

FREE WORK - THE VALUE OF FREE WORK IS ESTIMATED AT $20,000 - INCL.PAPER, CHEMICALS, CERTIFIED COPIES,ETC. 5 ROLLS PER YEAR @ 23.69. (THIS IS COURTESY TO OTHER DEPARTMENTS, SUCH AS CHIEF ADMINISTRATIVE OFFICER, REAL ESTATE, CONTROLLER, ETC.) 118 $5200
INCREASE REPRESENTS ACTUAL ANTICIPATED USAGE WITH SLIGHT ALLOWANCE FOR PRICE FLUCTUATION.

I. PHOTOGRAPHING & DRAFTING SUPPLIES
FILM: USE 27 ROLLS PER MO. 324 PER YR.@ 4.74 ROLL $1600
INCLUDES PROCESSING MASTER COPY FOR CURRENT RECORDING AND OLD BOOKS STARTING WITH 1906 -- PROGRAM INITIATED JULY 1, 1961.

	NO.DOCS.	YEARS		
ORIGINAL (FOR OFFICE REFERENCE, PRIMARILY FOR CERTIFIED COPIES)	4,800,000	1907-59		
SECURITY (FOR STORAGE IN UNDERGROUND VAULT)	4,800,000	1907-59		
JACKETS (DUPL.COPY FOR OFFICE-- DOCS. HAVING MOST FREQUENT REFERENCE	1,700,000	1947-59	11333	$1933

FORM 4280

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission FINANCE AND RECORDS -- RECORDER — Index Number 251 — Sheet Number 3

I. (CONTINUED FROM 2-I)
10,000 FILMSORT JACKETS K, NOTCHED. $645
USE 300 PER MO.,3600 PER YEAR.
3-YR.SUPPLY WILL SAVE 50% PER THOUSAND I.E.
1960-61 PRICES: $130 M
81.25M lots of 5,000
62.00M lots of 10,000
ON HAND 10/31/61, 4700 SHOULD LAST TO END OF 1962 AND DELIVERY OF THIS REQUEST.
MISCELLANEOUS FILMING EXPENSES SUCH AS WHITE COTTON GLOVES WORN WHILE HANDLING FILM TO AVOID FINGERPRINTS, FILM CEMENT, CHALK, TWEEZERS TO PICK UP FILM, RAZOR BLADES FOR FINE EDGE TRIMMING, $5 MONTH 60

13638

A. NORMAL STATIONERY REQUIREMENTS FROM WAREHOUSE SUCH AS SCOTCH TAPE, PENCILS, ERASERS, CLIPS, RUBBER BANDS,ETC. 80
IN 1960-61 IT WAS NECESSARY TO TRANSFER FUNDS BECAUSE THE APPROPRIATION WAS TOO LOW: APPROPRIATED $65
EXPENDED 81

B. INDEX TABLE EXTENSION NEW
GROSS COST OF NEW EQUIPMENT (280
FUNDS REQUESTED (280
BUDGET SHEET 4 LINE 18
REASON FOR REQUESTING CONSTRUCTION: ONE OF THE EXISTING INDEX TABLES IS TOO SHORT TO HOLD THE GRANTEE INDEX BOOKS PROPERLY. SOME OF THESE BOOKS HAVE HAD TO BE PLACED ON LOWER, SMALLER TABLES ADJACENT TO THE LONG ONE. A MUCH MORE PREFERABLE ARRANGEMENT IS TO HAVE THE BOOKS SPREAD OUT ALL ON ONE LONG TABLE WHICH THE EXTENSION REQUESTED WOULD ENABLE US TO DO.
THE MAYOR'S OFFICE DELETED THE AMOUNT OF $500 FROM THE 1960-61 BUDGET REQUEST BUT LATER GRANTED PERMISSION TO USE SURPLUS 1960-61 FUNDS -- THE PERMISSION WAS RECEIVED TOO LATE AND THE CONTROLLER WOULD NOT FORWARD THE APPROPRIATION TO 1961-62.
THERE IS NOTHING USABLE IN THE WAREHOUSE.
ALTHOUGH $500 WAS THE ORIGINAL ESTIMATE, THE DEPT.OF PUBLIC WORKS GAVE A LATER ESTIMATE ON A LESS EXPENSIVE TABLE WHICH WOULD ADEQUATELY SERVE OUR PURPOSE.

C. DATES BOOK A PAGE NUMBERING MACHINE NEW
GROSS COST OF NEW EQUIPMENT AND
FUNDS REQUESTED 110
BUDGET SHEET 4 LINE 19
REASON FOR REQUESTING: MACHINE NOW IN USE HAS BEEN RECEIVING FREQUENT REPAIRS BECAUSE IT TAKES CONSTANT HARD USAGE. IT IS USED TWICE ON EVERY DOCUMENT RECORDED, THE EQUIVALENT OF 1,000 STAMPINGS DAILY.
LAST PURCHASE IN 1950 $105.

D. FILM ROLL FILING CABINETSY&E (2) NEW
GROSS COST OF NEW EQUIPMENT AND
FUNDS REQUESTED 250
BUDGET SHEET 4 LINE 20
REASON FOR REQUESTING: FOR FILING ORIGINALS OF FILM FOR OFFICE REFERENCE, PRIMARILY FOR MAKING CERTIFIED COPIES.

NO. DOCUMENTS	YEARS INVOLVED
4,800,000	1907-59

FORM 4180

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission Finance & Records - Recorde Center — Index Number 253 — Sheet Number 1

A Carfare in connection with delivery and return of records requested from storage by various departments and offices. Additional funds are requested as trips now have to be made to the Geary Street Carbern where some records are stored. This is in addition to the records stored at 150 Otis Street.

B Funds are used to move records from outlying offices to either 150 Otis Street, the Geary Street Carbern or to the new storage area in the basement of the City Hall. Funds requested are based on three moves a year, at approximately $425 a move.

C Funds for the Head Clerk, Records Center, to attend ten dinner meetings, San Francisco Bay Area Chapter, American Records Management Association, held at intervals throughout the fiscal year in San Francisco, Sacramento and San Mateo.

Meal costs (10 dinners at $4 each)	$ 40
Mileage (300 miles at 10¢ per mile)	30
	$ 70

D Only a minor portion of the funds approved under this OE were expended during the first six months. Reason has been the desirability of delaying ordering new forms in connection with setting up the New City Hall basement records reception center until it was activated in late winter. Hence, a large order is to be placed in March for new forms, and the entire $75 will be needed and used. For 1962-63, however, with the new center in operation, the need should return to an estimated $50.

E For minor repairs of ladder trucks and a typewriter. Large sum in the 1961-62 budget used for setting up the new City Hall basement area for the storage of records.

F This is a one-time item for the preparation of the floors in the new City Hall basement storage area.

G For normal purchase of stationery supplies and for the purchase of 5,000 carboard storage boxes, one-half or more of which will be needed during 1962-63. There is a per unit saving when ordering in large quantities. During 1961-62, 4,00_ boxes were purchased, which were used as follows: 3,500 Superior Court, 200 Controller, 100 Civil Service and 200 Sheriff. These 4,000 boxes were purchased with funds left over from 1961-62 equipment account, as bids for the steel shelving were lower than expected. In 1960-61 3,275 boxes were purchased, of which 1,000 were used for Superior Court records, 800 for San Francisco General Hospital, 500 for Controller, 225 for Municipal Court, and the remainder for various departments.

H For the normal withdrawal of stationery supplies.

I Funds were appropriated in the 1961-62 budget to replace the one typewriter at the Records Center and used at 150 Otis Street for indexing work. With the opening of the City Hall basement receiving center, a second typewriter is necessary for indexing work, typing of outgoing tags plus miscellaneous other typing.

J Membership Dues

American Records Management Association Authorized by Ord. No. 10463, June 19, 1957	$ 16
Society of American Archivists Authorized by Ord. No. 0564, April 26, 1954	10
	$ 26

FORM 6120

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS

Department, Board or Commission FINANCE & RECORDS, REGISTRAR OF VOTERS

FISCAL YEAR 1962-63

Index Number 255 Sheet Number 1

A No change in those permanent employments except for adjustments in accordance with Salary Standardization.

B Supplemental appropriation adjustments

Abolished 1 H60 Chief Clerk	SJV 1223	- 4496.
Created 1 1130 Asst.Registrar of Voters	Ord. 301.61	4394.
		- 102.

C Overtime for 2 Saturdays and 1 Holiday (Sept 10) for period of outside registration. On last day of registration our City Hall offices remain open until midnight. Our outside deputies work some overtime when necessary. Some instruction periods for volunteer deputy registrars is given in evenings. Overtime work is necessary in the two week period prior to election; the week-end before election; and, all work on election day is at overtime rates.

D Seasonal Clerks, Stenos, Typists, etc. Temporary clerks to take affidavits of registration and to process these forms through our office; to canvass returns and other routine election work including cancellations for non-voting.

E H-302 Addressing Machine Operators. To process affidavits of registration; make new plates for each affidavit and to pull and cancel plates for changes and for failure to vote at the 1962 General Election.

F H-305 Voting Machine Adjusters. Preparing voting machines for November 6, 1962 State General Elections and taking off recanvass of votes cast.

Following is detailed schedule of anticipated seasonal (temporary) employments:

July 1962 - Taking registrations; repairing and checking voting machines:

2 Clerks	1 Mo.	666.
2 Addressing Machine Operators	1 "	620.
3 Voting Machine Adjusters	1 "	1245.

Aug. 1962 - Beginning of outside registration with deputies placed about 35 locations throughout the City:

3 Clerks and Typists	1 Mo.	999.
3 Addressing Machine Operators	1 "	930.
4 Voting Machine Adjusters	1 "	1660.
20 Clerks	1/10 "	666.
18 Addressing Machine Operators	1/10 "	558.
60 Junior Clerks	1/10 "	1770.

Sept. 1962 - Heavy registration period; processing of affidavits, appointing election officers; securing polling places; work on voting machines:

25 Clerks & Typists	1 Mo.	8325.
20 Addressing Machine Operators	1 "	6200.
8 Voting Machine Adjusters	1 "	3320.
30 Junior Clerks	1 "	8850.
50 Junior Clerks	1/2 "	7375.

Oct. 1962 - Processing of affidavits; preparing printed election material; preparation of Index of Voters; preparing voting machines; mailing election material to all voters; appointing and instructing election officers:

25 Clerks & Typists	1 Mo.	8325.
15 Junior Clerks	1 "	4425.
20 Addressing Machine Operators	1 "	6200.
20 Voting Machine Adjusters	1 "	8300.
15 Voting Machine Adjusters	1/2 "	3113.
30 Junior Clerks	1/2 "	4425.

Nov. 1962 - Completing pre-election work; holding election; canvass of votes; preparing payrolls for election officers and polling place rentals; beginning purge of rolls for non-voting:

20 Clerks & Typists	1 Mo.	6660.
10 Junior Clerks	1 "	2950.
250 Clerks	1 Day	3750.
20 Addressing Machine Operators	1 Mo.	6200.
36 Voting Machine Adjusters	3/4 "	11205.

Dec. 1962 - Purging non-voters as required by law; checking files and pulling addressing machine plates:

15 Clerks & Typists	1 Mo.	4995.
5 Junior Clerks	1 "	1475.
10 Addressing Machine Operators	1 "	3100.

Jan. 1963 - Completing purge and cleaning rolls:

2 Clerks	1 Mo.	666.
4 Addressing Machine Operators	1 "	1240.

Feb. 1963 - Clearing rolls and restoring voters who send in renewal cards:

2 Clerks	1 Mo.	666.
4 Addressing Machine Operators	1 "	1240.

G 2 Judges at each of 1343 precincts and extra Judge for each of 305 additional machines. Increase of $1.00 is requested. Election officers work 13 to 18 hours. Other major counties have been paying up to $18; $16 requested for 2991 Judges.

A Inspector of election at each of 1343 polling places. Increase of $1 is requested. The Inspector is in charge of the voting in his precinct and must return supplies to City Hall after close of voting.

These Inspectors work 14 to 18 hours. Other counties have been paying up to $21 and in some cases traveling expense. $19 requested for 1343 Inspectors.

B Covers services for Janitors at schools and libraries where we do not pay any rental. We issue Work Orders to the Departments involved for payment of the necessary overtime.

Costs have gradually risen as the number of polling places has increased and as salaries have risen.

C Carfare for deputies stationed at outside stations during periods of outside registration. Also small amounts for occasional use in picking up supplies, trips to printer, etc.

D Delivery of 1200 parcels of election supplies for each election at estimated price of $1.85 each. Current contract price is $1.70 per parcel. New contract let in April 1962. Previous years' contracts were:

1958-1959	--	.69
1959-1960	--	.85
1960-1961	--	1.55
1961-1962	--	1.70

E Delivery of estimated 1525 voting machines at estimated contract price of $20 each. New contract will be let in April 1962. The price has risen every year. Current contract price is $18.60. Previous years' contracts were:

1958-1959	--	12.00
1959-1960	--	13.50
1960-1961	--	17.60
1961-1962	--	18.60

F Rental of 12 automobiles for use of trouble shooters on election day at approximate cost of $175; and rental of two 1-1/2 ton stake trucks for delivery of polling place supplies. These trucks are used for about 8 days at cost of approximately $175.

G Routine travel - $150.

To attend meetings and hearings in connection with proposed legislation and other routine travel as required.

Official travel.
Number of persons to attend - 1
Purpose - Annual Convention County Clerks and Registrars of Voters Assn
Membership therein authorized by Ordinance 4942
Date of meeting - not yet determined.
Place of meeting - not yet determined.
Amount requested - $100

H Maintenance of 1946 McDonald low-bed truck.

General overhaul recommended by Purchasing Department shops. No major work has been done on truck since 1957. With overhaul truck can be expected to give satisfactory service for five more years.

I Major item is complete servicing of Addressograph equipment which is done prior to each election. This service costs about $150. In addition, service calls are required from time to time.

Service is also required on Recordak microfilmer at various intervals. This appropriation also covers repairs and service calls on 15 typewriters and 6 adding machines.

J Miscellaneous maintenance of voting machines and other equipment by Purchasing and Department of Public Works shops.

K Various mimeographing and off-set work by Reproduction Bureau. Largest item is photostating Statement of Votes. Original is sent to Secretary of State; two photostatic copies are permanently bound and kept in this office.

L Major item here is the preparation of payroll for 4,500 election officers and 1,200 rentals. Also, voting and registration statistics are kept up to date on IBM cards.

M Amount requested by Bureau of Heat, Light and Power for service at Voting Machine Warehouse at 2650 Geary.

N Telephone service, office and warehouse. By transferring from old warehouses to new location at 2650 Geary it appears that we lost some free service. State law now requires telephonic reports to Secretary of State, Sacramento, election night, three or four calls of approximately 15 minutes each.

FORM 4150

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: FINANCE & RECORDS, REGISTRAR OF VOTERS — Index Number 255 — Sheet Number 3

A Major item is bulk mailing of sample ballots and election pamphlets. Present price is 16¢ per pound, 2-1/2¢ minimum. There is a probability that rate will be increased but Post Office advises nothing definite at this time. Also covers stamps for mailing absentee ballots and general office use. Also covers bulk mailing of cancellation notice to non-voters and first class postage on cards returned by voters to restore registration. These return cards now required by State Law. Approximately 6000 cards returned in 1960. Cost 5¢ per card postage ($300.00).

B Based on 48-page pamphlet to be mailed to all voters for 1962 General Election. Size of pamphlet varies according to number and length of propositions and arguments. Price per page varies according to size of pamphlet and quantity ordered but averages about $275 per page.

C Election officers guide issued at each election. Based on last purchase price.

D All forms and printed material not specifically designated. Many minor items, but two major items are polling place cards ($2,000) and rosters ($450).

E Affidavits are generally purchased in lots of 100,000 in order to obtain best possible bid price. Since consumption is somewhat less than 100,000 per year we can skip this item about every fourth year. However, 1958-59 purchase was only 60,000 since pamphlet for that year exceeded budgeted amount and Mayor's office did not allow a full supplemental appropriation to cover this excess expense. The use of many volunteer deputies require more forms to be available since books are issued to each deputies and often returned only partially completed. Item was deleted entirely by Board of Supervisors in 1959-60 Budget and we barely escaped depletion of our supply. It was necessary to accept substitute in paper stock due to late issue of our order in fiscal year 1960-61.

The State Law now requires that voters' stub be added to the affidavit which will increase printing costs. This year's purchase will be requisitioned in January 1962 when new form is approved.

F Sample ballot envelopes generally purchased in lots of 800,000 for best bid price. Since consumption averages 600,000 per year this item can be omitted about every fourth year. 1958-59 purchase was only for 300,000 because pamphlet for that year was larger than anticipated and full supplemental appropriation was not allowed by the Mayor's office. This year's purchase will be requisitioned in January 1962.

G Covers purchase of mats and reproducing from these mats of the Index. It is estimated that 2,500 mats will be required ($500.).

To reproduce 2,500 sheets at present cost would be $3,800.

Some Indexes are sold by the Purchasing Department but this revenue does not accrue to the Registrar.

H Covers Sample Ballots, Voting Machine Ballots, and official paper ballots for absentee voters.

I Advertising of election proclamation and list of election officers and polling places as required by Elections Code. Since 1957 we have been required to show political party with which each election officer is affiliated.

Estimated 10,000 lines for November 1962 at new contract price of 28.5¢ per line.

J Scavenger service in accordance with Purchasing Department contract. Service at 2650 Geary Blvd.

K Rental of computers for use election night; rental of loud speaker system, and rental of adding machines for completing official canvass.

L Covers all contractual services not specifically provided for by separate O.E.

M Covers use of employees' cars in securing polling places, checking precinct areas, servicing voting machines in schools and other public buildings, and checking of voting machine deliveries. Some employee owned cars are used election day in precinct trouble shooting. Rate has increased 25% over 1959-60.

N Various small items; parts for voting machines.

Replacement of approximately 1,000 wheels on voting machine cases is now necessary due to age (up to 35 years) of the machines. Some wheels will be ordered in January 1962 but will be necessary to defer some replacements until next fiscal year because cost will exceed budget allowance.

A Replacement of worn, lost, and obsolete lighting equipment used on voting machines. This is a continuing necessity; partly due to age of machines which range from 8 to 35 years.

B Gas and oil for McDonald truck.

C Annual purchase of 2 City directories at current price.

D All stationery items not secured from Purchaser's warehouse.

E Normally purchased in lots of 100,000 for best bid price. This year's purchase will be requisitioned in January 1962.

F No funds requested for 1962-63. We are now preparing new maps and street guides used in lieu of maps. Much of work is being done by our own staff and by Purchasing Reproduction Department. These funds will be transferred to cover these charges.

G Stationery items from Purchaser's warehouse.

H Many minor items not specifically provided for by O.E. (Paints, lumber, small tools, etc).

I Carpeting or other suitable floor covering for Registrar's inner office. Present carpeting is original carpeting and is badly frayed and discolored. Approximately 82 sq. yds. @ $15.00 yd. -- $1,230.00

J One - 13" typewriter replacing obsolete Underwood S-5414381-12" (1951). Estimated cost $215 less $10 trade-in.

K 1 Model 6481 Graphotype machine at $3,050. Replacement program began in fiscal year 1960-61. It is proposed to replace 1 machine per year.

L 1 Model 1900 Addressograph listing machine at $2,450. Replacement program began in fiscal year 1960-61. It is proposed to replace 1 machine per year.

M 30 Oak tables, 30" high, approximately 20" x 32" for use at outside voter registration stations. Has been practice to borrow tables for this purpose from Civil Service Department but that Department now unable to spare their tables for this use.

N Based on 1,240 rentals at $12.00 each.

O Insurance on voting machines.
Due to move to 2650 Geary Blvd. rate has been reduced from .611 per $100 to .453 per $100.

FORM 6850

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission FINANCE AND RECORDS-TAX COLLECTOR — Index Number 261-263 — Sheet Number 1

A - Decrease due to new employee replacement starting at lower salary.

B - Increase due to salary increments.

C - Decrease due to reclassification of B-222 General Clerk to 1630 Account Clerk.

D - Reclassification to 1630 Account Clerk from B-222 General Clerk.

E - New Sub-Bureau for Hotel Tax requires this position.

F - Requested appropriation of $19,900 to be spent as follows:

October 1962 - Estimate for processing tax bills:

2 Clerk I	2 man months	$500
2 Steno I	2 man months	500

November 1962 & December 1962-Collection of First Installment:

10 Clerk I	1½ man months	$4,000	
2 Steno I	1½ man months	500	
1 Typist 1	1 man month	250	
8 Comp. Op.	1½ man months	4800	$10,550

April, May & June 1963 - Second Installment Collection and Delinquent Roll Preparation

5 Clerk I	10 man months	3000	
1 Steno 1	3 man months	1000	
1 Typist 1	3 man months	850	
5 Comp. Op.	13 man months	4500	$ 9,350
	63½ man months		$19,900 TOTAL

G - Purchase and Use Tax Bureau abolished.

H - Hotel Tax employments changed to permanent basis in 1962-63.

I - Our plan to have Inspectors in field full time will mean 20 more man months using surface for their revenue-producing duties.

J - Travel Expenses:

OFFICIAL TRAVEL:

Attendance at County Tax Collectors Association at Fresno. Membership authorized by Ordinance 330-60 approved 6-16-60.

Amount Requested $63

Attendance at Regional Conference of State Controller in Central California--and Tax Collectors. In October 1963; 2-day meeting.

Amount Requested $75

231

Attendance at Annual Convention County Tax Collectors Assn. February 1963 in Santa Barbara. 3-day meeting. Membership authorized by Ordinance 8554 dated April 26, 1954.

Amount Requested $100

ROUTINE TRAVEL

Possible necessary trips to State Capital by bus during legislative sessions.

Amount Requested $25

K - Based on expenses in auto repair for four vehicles.

L - Seven-year-old scale used to weigh parking meter coins is not consistently accurate. Will not need attention again for several years. Estimated cost $160.

Two Check Endorsers in Cashier's Office, one eight, the other 12 years old, need servicing at total cost of $572. New ones would cost $1200 each. Non-recurring item.

M - Based on Reproduction Bureau estimate that $1250 will be required for Block Books alone, as against $1144 for block books in 1961-62. Increased public informational activities will raise general office reproduction expense about $100.

N - Tabulating work done for License Bureau. Apartment house licenses increasing at rate of 350 per month, i.e.:

Oct. 1960 - 7,000	Dec. 1961 - 14,000
Oct. 1961 - 12,000	June 1962 - 15,000 (Est.)

Each year about 500 registration changes add to cost but no revenue is produced. Supplemental appropriation of $2700 allowed in 1961-62.

O - Revised telephone set-up in Delinquent Revenue sanctioned 1961-62. Re-arrangement has increased collection efficiency of Delinquent Revenue Bureau through practical revision of obsolete telephone set-up.

P - Planned movement of Redemption Bureau to more spacious and airy quarters will require one telephone moved, plus minor changes in counter alignment. Move will benefit the public, the Controller's representatives, and the Tax Office.

Q - Supplemental $2250 granted in 1961-62. Besides apartment house increase, Delinquent Revenue Personal Property bills have increased by 4,000 this year and will continue at same or greater rate. Attorney postage has more than doubled. Real Estate bill mailing will increase approximately 1,000 pieces to 103,000.

R - Cost of printing Delinquent Roll tends to rise each year, with higher newspaper per line rate.

S - Postage meter rental - plus two adding machines at peak periods.

T - Legal activity has almost doubled in Delinquent Revenue Bureau, resulting in 80% increase in judgments through Court action. Supplemental appropriation of $500 granted in 1961-62.

A - Carfare for field auditor to check on Hotel Tax returns which will be his major function.

B - Cards and notices for Hotel Tax. Amount on hand permits small decrease in request.

C - Some metal badges will no longer be required, so decrease reflected in price of licenses plates and tags.

D - Price increase in City Directories.

E - More IBM cards for licensee, especially apartment houses. More stationery and bills for Delinquent Revenue accounts. Aside from personal property, other accounts increase at rate of 1500 per year. Real Estate Tax Bills will be of heavier paper to fit new cash registers.

F - We will photograph both sides of checks in order to accommodate new cash registers.

G - Electric typewriter for secretary to Attorney in Bureau of Delinquent Revenue, which can make 15 carbon copies. Replaces Burroughs 1930 Model, 52A 1726, Identification No. 19.
Cost of New Machine $400.50 plus tax
Less Trade-In 10.00
$390.50 plus tax

H - Will complete replacement of old and worn brief cases for Inspectors. Four @ $20 each.

I. 3/4 Ton Panel Truck - $2700
100 Turn-in
$2600

Turn-in of 1956 Ford 1/2 ton panel, E-86694, approximately 41,250 miles in poor mechanical condition and not heavy enough for the loads.

J - Five validating and receipting machines allowed in 1961-62 budget. These three will complete the turnover to the planned operation.

K.- Relocation of Bureau of Delinquent Revenue to spacious and more efficient office set-up requires 4 heaters to warm this area. This is alternative to radiator installations.

L - Attorney requires up-to-date legal references.

FORM 0250

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962 - 1963

Department, Board or Commission: WEIGHTS AND MEASURES — Index Number 265 — Sheet Number 1

Reference Index	Line No.	
A	6	Total Permanent Salaries 1961-62 66468 Other Modifications -897 Total 1962-63 request 65571
B	2	Used for reimbursing Inspectors for Parking Meters and Telephone calls: Telephone charges - approx. 10% Parking Meters " 90%
C	3	Official Travel: Number of Persons to attend 1 Purpose: That San Francisco may be represented in the recommending of tolerances and specifications for devices used in weighing or measuring and in packaging practices for commodities. These recommendations usually are enacted into State law by the Legislature. (Each year the Sealers from Alameda, Santa Clara, Los Angeles, Ventura and Kern Counties attend this conference.) Membership therein authorized by Ord. No. Date of Meeting June 1963 Place of Meeting, Washington, D.C. Amount requested: Air roundtrip, tourist coach 266.50 " to Airport 7.50 Per diem, 6 days @ 20 120.00 Registration fee 10.00 404.00 Official Travel: Number of Persons to attend 1 Purpose: Attendance of Sealer of Weights and Measures at annual conference of Calif. Assn. of Weights and Measures officials. Membership therein authorized by Sect. 16.6.41, San Francisco Administrative Code as amended June 20, 1960 and required by Sect. 12205 of the State Business and Professions Code. Date of Meeting October 1963 Place of Meeting, San Diego, Calif. Amount requested 140. Air roundtrip, tourist 45. " to Airport, 5. Per diem, 4 days @ 20 80. Registration fee 10. 140. Routine Travel Sealer to deliver office Standards of
C	3 (con'td.)	weights and measures to the State Bureau of Weights and Measures Standards in Sacramento, as required by Section 12310, Business and Professions Code...."Sealers shall, upon the request of the department, deliver to it the copies of the State's standards of weights and measures in their possession, and used in the discharge and performance of their duties, for verification and certification. Any incidental expense of such comparison and verification shall be borne by the county whose weights and measures are compared and verified." 15. 559. Total request
D	4	Maintenance and Repair/ Auto.Equipment 4 Trucks are now 3 yrs. old — Approx. mileage 1-1-62: 22060, 21584, 19903 & 21306 1 " is " 5 " " 32721 1 " " " 7 " " 44106 2 Cars are " 5 " " 28670 & 33293 8 Install and furnish Smog device - 15.95 10,000 mile maintenance - 3.25 8 pieces of equipment @ - 19.20 yearly 153.60 Lube & Oil 200. Repairs 950. Smog equip. 154. 1304 1304 - request
E	5	Maintenance - Adding Machine - bi-yearly 14. " Typewriter " 6. 20
F	6	Routine needs
G	7	Monthly service charge 7-1-62 thru 6-30-63 12 x 9.60 115.20 " listing " " " " 12 x .75 9.00 Estimated Long distance charges 65.00 189.20
H	9	Normal postage requirements of this office, plus mailing new weekly reports to Sacramento, started Oct. 3, 1961 - average cost 50¢ weekly - 60.
I	11	Effective July 1, 1962*the State of California will charge a fee for testing Vehicle Scales and Vehicle Tank Truck Meters. 60 Vehicle Scale tests @ 30. - 1800. 160 Vehicle Tank Truck Meters " 12. - 1920. 3720. *Ref. A.B. 756

Reference	Index	Line No.		
A		20	Replacements will be required on 8 cars @ 2 each - 16 Tires:	200.

Car Lic. No. — Approx. Mileage 1/1/62

95846	28670
102515	33293
96421	32721
84215	44106
119434	22060
119435	21584
119436	19903
119438	21006

B		21	Routine yearly needs:	250.

40,000 Paper Seals @ 5.17	206.80
2,000 Lead Wire "	21.01
8 - 1963 Dies @ 2.50	20.00)
Tax	.80)
	248.61

C		22	Used to paint equipment annually - 5.00	5.
D		23	For the purchase of Gas & Oil to operate 6 trucks and 2 Cars (1st 6 mo. is always low due to employees taking vacations in that period)	950.
E		25	This fund was established to buy packages destroyed in finding tare weights, in compliance with a new state law. We find we can evade purchases in many instances.	100.
F		1	To be used for the purchase of:	
			10,000 Printed Inspection Certificates	75.
			Printed Envelopes	10.
			Office Supplies not available at Central Warehouse	75.
				160.
			Fewer inspection certificates will be needed for 1962-63 a/c some stock on hand.	
G		2	Routine Office Needs,	20.

Reference	Index	Line No.		
H		10	For the purchase of:	
			1 - 50# capacity portable scale to test large packages to comply with a new regulation, Article 5 of Title 4 of the California Administrative Code,	231.
			1 Graduated Flask, pint size 10.63	
			1 " " quart " 21.95	
			Tax 1.47	
			34.05	39.
			(to be used in testing Milk cartons)	270.

1-A Re-classification

1-B Increment

1-C New Employee at different salary rate to reflect the decrease.

1-D New position of Office Assistant is needed to relieve other personnel of following duties:

1. Carry mail bag daily from Post Office.
2. Deliver mail to Controller's Office and wherever needed.
3. Pick up codes in basement.
4. File requisitions.
5. Will relieve other personnel for more important work.

1-E The new positions of H367, Senior Assistant Purchaser of Supplies and H512, General Clerk Typist are requested to satisfy a long existing need for a Division of Specifications and Standards under the Bureau of Buying. The proposed functions of this Division have been recommended by independent surveys, including the Grand Jury and Blythe-Zellerbach Committee, approved by the Chief Administrative Officer and suggested and supported by the Controller. Due to continuing increasingly heavy work load, it has not been possible to assign present employees to this work other than intermittently with resultant delays in processing purchases. The work to be done is an absolute necessity if the Buying Division is to function properly and to accomplish efficiencies which will result.

The duties and responsibilities of this division would be as follows:

1. Review internal procedures and recommend changes to Purchaser to accelerate purchases and eliminate possible unnecessary work.
2. Collect, analyze and interpret data relating to standards of quality.
3. Standardize equipment, materials and supplies.
4. Contact other public and private agencies on work performance, standards, etc.
5. Develop new and revised specifications.
6. Establish practical tests and arrange for laboratory testing of articles to be purchased or considered for City use.
7. Do research on new materials and products.
8. Encourage and supervise use tests of such new materials and products by City departments.

1-F Moved to Salary Ordinance Section 37(Central Shop)-dep'tal function.

1-G One H352, Storekeeper, is being asked for the Sheriff's Office to take over the Store duties now being handled by two D60, Jailers, thus relieving them for duties as outlined under their scope of duties; also the top range in salary of a D60 is $543 against a top for a H352 of $447.

1-H Under-estimated the amount in 1961-62 Budget

1-I Moved from Salary Ordinance Section 37(Shop) for departmental function.

1-J Detail of Expenditures for 1960-61 & 1961-62:

Class	No. of Emp. 60-61	No. of Emp. 61-62	1960-61	1961-62 1st 6 mos.	1961-62 2nd 6 mos.	1961-62 Total
J4	1	1	6,212	3,328	3,200	6,528
J66	7	13	36,540	33,172	48,023	81,195
M57		1		4,116	4,084	8,200
Total Salaries			42,752	40,616	55,307	95,923
Overtime & Vacation Replacement						
J66			4,627	2,429	3,001	5,430
M57				287	373	660
Total			4,627	2,716	3,374	6,090
Total Expended			47,379	43,332	58,681	102,013

1-K Detail of Expenditures for 1960-61 & 1961-62:

Class	No. of Emp. 60-61	No. of Emp. 61-62	1960-61	1961-62 1st 6 mos.	1961-62 2nd 6 mos.	1961-62 Total
J66	5	3	26,100	7,785	8,606	16,391
M57	1		7,786			
Total Salaries			33,886	7,785	8,606	16,391
Overtime & Vacation Replacement			4,572	334	932	1,266
Total Expended			38,458	8,119	9,538	17,657

1-L For General Office & Stores.

		No. Days	Rate	Amount
B4	Accountant	1	38.50	39
B234	Head Clerk	½	44.60	22
B352	Storekeeper	4	30.96	124
B354	General Storekeeper	2	36.70	73
B366	Ass't. Purchaser	3	58.31	175
B408	General Clerk Steno	3	30.96	93
B512	General Clerk Typist	1	30.19	30
	Total			556

1-M Due to salaries increased.

1-N Will not be needed. It is proposed to have one Storekeeper working on week-ends and off during week days.

1-O Storekeeper service required on holidays for monthly employees deliveries are made.

Location	1962-63 9/10	10/12	11/6	11/12	2/13	Rate	Amount
800 Quint	B354	B354	B354		B354	36.70	146.80
Laguna	B352	B352		B352		30.96	92.88
Hospital	B352	B352		B352		30.96	92.88
Total							332.56

2-A One B352, Storekeeper, is assigned for four holidays (10/12, 11/6, 11/12, & 2/12) at 30.96 per day.

30.96 x 4 = 123.84

Funds are provided by Department of Public Works.

2-B One 352, Storekeeper is assigned for five holidays (9/10, 10/12, 11/6, 11/12, & 2/12) at 30.96 per day.

30.96 x 5 = 154.80

Funds are provided by Airport.

2-C Number of employees are assigned for holidays as follows:

Class	9/10	10/12	11/6	11/12	2/12	Total	Rate	Amount
B352	13	13	13	7	13	59	30.96	1826.64
B354	3	3	3	2	3	14	36.70	513.80
Total								2340.44

Funds are provided by Water Department.

2-D One B352, Storekeeper and one B354, General Storekeeper are assigned for five holidays (9/10, 10/12, 11/6, 11/12, & 2/12) at 30.96 & 36.70 per day respectively.

30.96 x 5 = 154.80
36.70 x 5 = 183.50 338.30

Funds are provided by Water Department.

2-E For 1/2 day on every Saturday for Storekeepers at following locations:

S. P. Hospital

1 B354 General Storekeeper @ 36.70 per day
(36.70 x 52) ÷ 2 = 954.20

Laguna Honda Home

1 B354 General Storekeeper @ 36.70 per day
(36.70 x 52) ÷ 2 = 954.20

Hassler Health Home

1 B352 Storekeeper @ 30.96 per day
(30.96 x 52) ÷ = 804.96

Total 2,713.36

2-F Temporary helps are needed as follows:

One B512 General Clerk Typist is needed for one and one half month at the General Office during year-end rush and emergency replacement due to accumulated vacations of prior years.
(358 x 1½) = 537

One B352 Storekeeper is needed for six months at various stores at different times for vacation and sick relief.
(367 x 6) = 2,202
Total 2,739

During 1961-62, three storekeepers from various divisions have been used for vacation or sick relief. This relief has been used particularly for those divisions having only one storekeeper on duty. It has been a hardship for the divisions while help is needed and the storekeeper is away elsewhere. It also created a double-duty for the man who had to perform his regular assignment and sick leave or vacation of the other.

Statistics of Vacation & Sick Leave 1961-62

Location	Vacation	Sick Leave	Total Weeks
S. F. Airport	3	8	11
Central Shops	9		9
Public Works	2		2
Recreation & Park	2		2
Total	16	8	24

Due to accumulated vacation rule, the vacation relief required has been increasing. In the past, when an employee was off for a week or two, the work could be cleared upon his return, but now it is impossible to accomplish with a vacation spread of four or five weeks.

2-G For reproduction of Mayor's Budget. The Purchasing Department cannot determine the number of sheets in the budget at this time to estimate the exact cost. This is an estimate to the best knowledge of this department from the previous experience.

1957-58	1958-59	1959-60	1960-61
$5,798	$7,145	$8,641	$8,390

2-H For travel of Sr. Storekeeper to various warehouses at frequent intervals for instruction and supervision.

Average travel approx. 300 miles per mo. @ 10¢ mi. $360.00

2-I To attend Purchaser's conventions (Admin. Code Sect. 16.6-3(c)) and local meetings:

National Institute of Governmental Purchasing at Chicago:

Travel by airline	$205	
Registration	40	
Per Diem (6 days @ $20)	120	
Transportation to & from airport	10	$375

California State, County, and Municipal Purchasing Agents Association:

Travel by City car	$25	
Registration	15	
Per Diem (2 persons @ 20)	160	$200
10 Local Meetings @ 5		50
Seminar in Purchase and Stores Section of American Transit Association:		
Registration	$25	
Transportation & Misc.	50	75
		$700

3-A Maintenance & repair to:

1957 Chevrolet 4-door sedan used by Purchaser and General Office at approx. 4000 miles per year $80

1957 Chevrolet Station Wagon used by Stores at approx. 6000 miles per year $120

Installation of crankcase blow-by devices for above two automobiles 37

Total $237

Transfer of funds to take care of the balance of 1961-62 will be necessary.

3-B Maintenance and repair of General Office equipment by service agreement and by order.

3 electric typewriters	$150
3 time stamps	60
2 electric calculators	85
other office equipment - (55 pieces at $5 per year)	275
Total	$570

3-C To cover the cost of repairing and rehabilitating surplus furniture for return to active use in departments under General Fund, thus prolonging the life of the furniture instead of buying new, whenever possible. Additional funds are required to rehabilitate office equipment that has been turned in from departments moving to the new Hall of Justice. Rehabilitated units to be used to supply General Fund departments with equipment that would normally be a budget item.

3-D For work done by Reproduction Bureau for General Office on stencils, reproduction, etc. and other reproduction work to be done for the Shop in connection with revision of office procedures. Additional funds required due to increase of salaries.

3-E Estimated by Bureau of Light, Heat & Power.

3-F Telephone service for existing phones $3,200
Teletypes 50
Additional Telephone service at Shops 50
Total $3,300

Charges to Purchasing Department for unidentified long distance from City Hall exchange now average per month $50 (not made by Purchasing Department personnel).

Transfer of funds to cover the expenditures for 1961-62 will be necessary (see expenditures and amount budgeted).

3-G Installation of new service at General Office & Central Shop when needed.

3-H Fewer purchase orders are being mailed.

3-I Estimated price increased by 1/2 per cent, but fewer extra proofs now required because of revision of method of attaching bid notices.

Column 6 actually represented expenditures of five months.

3-J For periodicals as listed below:

Waste Trade Journal	$15
Consumers Union	5
Consumers Report	5
Dunn & Bradstreet	650
Purchasing Magazine	4
Index of Fed. Spec. & Standards	2
Kelly's Blue Book	15
Fire Engineering	4
Consumers Research	5
Purchasing Week	6
Consumers Bulletin	2
Total	$713

3-K The building at 15th and Harrison Streets is now occupied by the Equipment and Supplies Division as a headquarters. A number of people from downtown and elsewhere comes to this building for City business very frequently. As the building is near a railroad track, the office windows are constantly dirty. To give the public a better impression of City business operation, it is necessary to have the windows cleaned at all times.

3-L Rental of following office equipment:

Friden Flexowriter, Computyper, Selectada & Tape Winder @ 517.68 mongh	$6,215
IPM 046 Tape to Card Converter (start 1/1/63 @ 170 mo.)	1,020
Typewriter for budget preparation (1½ mos. @ 20)	30
Total	$7,265

3-M For expenditures not directly chargeable to maintenance and repair of equipment but for which expenditures are made and no appropriations are available.

1. Testing of new equipment under consideration for purchase and appraising of old and new equipment owned by various departments and recommending retention or disposal.

2. Testing and appraising new equipment, including autos and trucks for various departments.

3. Placing autos and trucks in better operable condition prior to public auction sale (this results in higher bids).

None of the above are proper charges against maintenance and repair transferred appropriations. The Shops have no budgeted funds for these purposes. Work Orders will be made to Shop periodically from this appropriated funds.

4-A Transportation to Airport

262 days @ 60¢ per day $157

Funds are provided by Airport.

4-B For gasoline and oil to be used on

1 Chevrolet Sedan	4,000 miles
1 Chevrolet Station Wagon	6,000 miles
1 Anticipated new auto to be purchased during the fiscal year	1,800 miles
Total	11,800 miles

(11,800 miles @ .0197) = $235

4-C For stationery and office supplies as follows:

Proposal forms	$7,000
Purchase Order forms	1,600
Office Supplies	5,125
Forms to be used at gas stations	825
Forms to be used at storerooms	290
Total	14,840

Increase due to forms required for new purchase order writing equipment and forms required at gas stations.

Column 6 shows the expenditures as follows:

Actually paid	$3,685.05
PO's sent to Controller but not paid as of Dec. 31, 1961	1,085.81
Outstanding PO's - no invoice from vendors since July 1961	2,784.20
Total	$7,555.05

4-D Replacing wooden cabinet, Purchaser's Inventory No. 33-6031, used for storage of documents for sale.

Estimated cost	$95
Estimated Trade-In Allowance	0
Net amount requested	$95

This storage cabinet, steel, 78 x 36 x 24 deep, with six adjustable shelves, will provide fire safety and greater capacity, requiring fewer trips to basement to replenish stock.

4-E Replacement of old wooden obsolete bins not adapted for storing automotive supply parts in use at the Central Shop Store.

2 Racks, 6 units, 18" deep, closed banna, common sides and backs, partitions and label holders on each shelf.
5 Racks, 6 units, 12" deep, with 24 compartment boxes in each unit.
1 Rack, 6 units, 12" deep with 12 compartment boxes in each unit.

These bins will complete the replacement of the old units. It was proposed that half of the equipment to be purchased in 1961-62 and the other half to be purchased in 1962-63.

4-F Replacing three (3) manual typewriters:

Make	Length	Inv. No.	Serial No.	Where used
Royal	15"	60-1128	X1365221	General Office
Royal	15"	33-2644	KPW 14-3199565	General Office
Royal	12"	33-6079	KHM 2004463	Equip't. & Supplies

Estimated cost:

2 15" @ 225	$450	
1 12" @ 215	215	$665
Estimated Trade-in Allowance:		
2 15" @ 10	20	
1 12" @ 5	5	25
Net amount requested		$640

4-G Replacing two (2) electric adding machines:

Make	Descript.	Inv. No.	Serial No.	Where used
Burroughs	10 column	33-2627	9-1520456	General Office
Burroughs	9 column	33-6090	2-911913	Equip't.& Supplies

Estimated cost:

10 columns	$450	
8 columns	400	$850
Estimated Trade-in allowance:		
10 columns	$25	
9 columns	45	70
Net amount requested		$780

4-H Replacing at the Warehouse an old wooden dock board, home made, no Inventory No. which is now ready to fall apart. The Aluminum Dock Board, 9½" x 36", load capacity 8,000 lbs. will prevent possible accident and also provides efficiency in operation.

4-I Replacing three (3) ladders, no longer repairable, and no salvage value at the Warehouse. The requested items are as follows:

2 6 feet #700 Larsen Aluminum Stepladders
1 10 feet #700 Larsen Aluminum Stepladder

FORM 6850

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Purchasing - Main Office & General

BUDGET EXPLANATIONS

Index Number 311 FISCAL YEAR 1962-63

Sheet Number 5

5-A 75 Wooden Pallets to replace an equal number now in service but so old that they can be no longer of service, to be used at Warehouse.

5-B Platform Truck, 30" x 60" Wood Deck, replacing old obsolete unit built in 1951. Inventory No. 33-6340. No salvage value.

5-C Model WT-90 Crown 12 volt battery powered Stacker Pallet Truck, 2000 lb. capacity at 20" center, 90" lift, with battery charger and solid composition tired wheels, to be used at Warehouse.

This pallet truck is requested to comply with the Blyth-Zellerbach report in that it would double the storing capacity of the warehouse and make room for bulk buying, and be less hazardous than the present unit.

This is to replace Model J2636-B, capacity 1,700 lbs., Everett hand lift truck, Serial #04046, Inventory #33-6076.

Estimated Cost	$1,750
Estimated Trade-In Allowance	35
Net amount requested	$1,715

5-D Electric Stapler, to be used at the General Office for more rapid assembly of bid forms.

5-E Gas Heater, to be used for heating upper floor, approx. 14,500 sq. ft. of Central Warehouse. The unit was approved by the Mayor in 1961-62 with a promise that this unit would be granted in the 1962-63 Budget. This unit will complete the whole job.

100,000 to 130,000 B.T.U. Gas Heater with electric fan, installed with thermostats electrical connection and gas vents.

5-F One (1) Compact Station Wagon, for use of Sr. Storekeeper who is required to visit all storeroom at frequent intervals to supervise operations. Use of City car will reduce time lost waiting for transportation. Employee is reluctant to use private vehicle for hauling.

5-G Replacing a small carriage L.C.Smith machine, in need of major overhaul. Cost of repair would far exceed value of machine. A wide carriage machine is needed for typing various reports required of the Shops and for preparation of budget and payroll sheets.

L.C.Smith, Inventory No. 33-5745, to be used by Account Clerk and Accountants for typing reports, payroll and budget sheets, requisitions, etc.

Estimated Cost	$245
Estimated Trade-In Allowance	5
Net amount requested	$240

5-H Replacing one (1) Adding Machine, Burroughs, Serial No. 1-270790, Inventory No. 33-5624, used by Account Clerk and Accountants for pricing, billing and material control, etc. Present machine is inoperable and because of its age (approx. 45 years), repair parts are no longer available.

Estimated Cost	$400
Estimated Trade-In Allowance	10
Net amount requested	$390

5-I Replacing an old worn obsolete unit transferred from the old shop. The belt driven type drill press is no longer being used in any industry. Cost of conversion excessive and reconverted unit would not be adaptable to meet requirements.

Snyder Drill Press, Inventory No. 33-583, is used by Machinists for drilling, reaming, tapping, and boring metals.

Estimated Cost	$3,650
Estimated Trade-In Allowance	50
Net amount requested	$3,600

5-J Replacing an old 3-ton 20 years old hydraulic jack, no Inventory No., used by Auto Sheet Metal workers in repair and straightening automobile bodies and frames. Present unit leaks and is dangerous to use. Replacement unit is modern and better adapted to work requirements. Old jack has no trade-in value.

5-K Replacing two (2) Machinist Vises, Inventory No. 33-300 & 33-346 used by Mechanics & Machinists for holding pieces of equipment to be worked on. Vises are standard equipment on benches of all shop machinists. Most of the present vises are from 25 to 40 years old. These will replace two of the oldest and most worn out ones. No trade-in value.

5-L Replacing present 40 years old worn out chuck jaws on boring mill, Inventory No. 33-634, used by Machinist for holding or clamping work on boring mill. Present jaws are unrepairable and dangerous to be handled. No trade-in value.

5-M Replacing a 1948 model, Ingersol Rand 40, to be used at Auto Shop, Golden Gate Park, for removal of nuts, bolts, etc., in the process of motor overhauls, front-end work, spring replacement, brake overhauls, etc. Present unit is worn out and beyond repair. No trade-in value.

5-N Replacing one Model Sioux #2070, Inventory No. 33-5077, Serial No. 7193 used by Auto Shop at Golden Gate Park for sharpening tools, cleaning carbon off value stems, and miscellaneous grinding jobs. Present one is worn out and not enough power to do a good job. No trade-in value.

FORM 6850

C CITY

Departm

6-A

6-B

6-C

6-D

6-E

6-F

-A Replacing two (2) Latne Centers (part of the latnes) used by Machinists for center turning in latne. Present units are worn out and inefficient solid centers now in use. Replacement will permit higher speed production, require no lubrication, and support heavier load and thrust to do a better, accurate work

-B Replacing one (1) Tire Spreader, Manley, Serial No. 6291B, Inventory No. 33-5087, for lifting and spreading open heavy truck tires for inspection and repair. Present tool is about 25 years old and does not have lifting device, necessitating hand lifting of these heavy tires. The new tool will permit faster operation with no danger of physical injury to repair man.

Estimated Cost	$1,075
Estimated Trade-In Allowance	25
Net Amount required	$1,050

C Replacing one (1) Battery Charger, Serial No. 122755, Inventory No. 33-5002, used by Automotive Machinist and Garageman for charging run-down batteries. Present one is burned out and beyond repair.

D Replacing one (1) Lisle DeGlazer, Model GRX, no Inventory No., used by Auto Machinist for honing cylinder walls and breaking the glaze on overhauling of auto engines. The present hone is too light, requiring excessive labor. No trade-in value.

E Replacing one (1) Tire Changer, Handerson, Serial No. 28604, Inventory No. 33-5022, used by Garageman for changing tires. The replacement is a fully powered tire changer designed for quick effortless tire changes. It has a special electrically operated power turntable and air powered double disc bead breakers. The present one is an old manual operated changer and has no great productivity for the tire shop, specially the shop has no manpower increased.

Estimated Cost	$495
Estimated Trade-In Allowance	10
Net Amount requested	$485

F Replacing the present HCA Inter-Com System used by all personnel between offices and shops or between shops. The present communication facilities between the various shop foreman offices, the storeroom and the shop main office are not at all satisfactory and cannot handle the volume demanded.

A master inter-communication in the Superintendent's office is restricted in that messages can be originated only from this position. To operate efficiently, it is necessary that communication be interlaced between the foreman, office, storeroom and the main office.

Estimated Cost	$1,250
Estimated Trade-In Allowance	100
Net Estimated Cost	$1,150
Installation	350
Amount requested	$1,500

6-G Replacing one (1) Automobile, Chevrolet, Serial No. 5701S6510, Inventory No. 312-103, used by General Superintendent and Foreman of different crafts for field inspections, job estimating, and supervision at various locations.

Estimated Cost	$2,100
Estimated Trade-In Allowance	250
Net Amount requested	$1,850

6-H Replacing one (1) Flat Bed Truck, Dodge, 1947, 1-ton, Inventory No. 312-602, used by various shop personnel for hauling fire hoses, heavy equipment in transit to shops from various City installations or vice versa.

Estimated Cost	$3,400
Estimated Trade-In Allowance	75
Net Amount requested	$3,325

6-I A copying machine is urgently needed in the office of the Central Shops for duplicating letters, drawings, equipment specifications, instruction sheets, etc., Necessary duplication work is now being done at the City Hall where it is not convenient for the shops.

6-J One (1) Portable Arc Welder to be used by Blacksmith Finisher for repair work which must be done in the field. With increased field work for the Fire Department High Pressure System, Sewage Plants, Board of Education, the need of a portable welding unit becomes essential. Presently, a welder must be borrowed from other departments at their convenience. This is a time consuming means of completing repair jobs.

6-K One (1) Universal Tool & Cutter Grinder Attachments to be used by Machinists for sharpening tools, cutters, and general grinding. These attachments are necessary to get maximum use of new tool and cutter grinder installed in shop in 1960. They will permit expensive cutters, dies, reamers, and other tools to be resharpened and/or resized, thereby, prolonging their accuracy and useful life and effecting substantial savings in tool expense.

6-L Milling Machine Tool Holders and Adapters to be used by Machinists for supporting cutting tools in the milling machine. They form the basic tool group necessary for the efficient and economical operation of the machine. This tool group eliminates the need for individually fitted cutters, etc., and will do the same work at 1/4 the cost of the latter, with the added feature of rapidly and easily interchanged cutters.

7-A Air Impact Wrench and Accessories to be used by Auto Machinists for various types of automotive repairing. This is a rugged wrench of very small size enabling use in tight spots. It will speed up work on motor overhauls, front-end repair, transmission and miscellaneous jobs of all kinds. This additional wrench is needed to prevent employees waiting for present unit.

7-B Two (2) Portable Electric Drills to be used by Machinist for drilling holes in various materials in the field. This tool will remain on field truck and be available for immediate use without having to return to shop.

7-C Lathe Cluton for 24' Lathe to be used by Machinists for machine control. This is a converted machine tool formerly operated from an overhead line shaft and now electric motorized. Due to its large size, the operator is too far removed from switch control, creating a serious physical hazard. With this cluton installed, the operator would thus have positive control of the machine. This item has been requested by the Safety Committee.

7-D Two (2) Micrometers (4" & 5") to be used by Machinists for precision measurements in thousandth of an inch. These micrometers are to complete our shop set, making possible the measurement in thousandths of an inch between 3" to 5". This range at present necessitates the use of spring calipers to measure and the results are not satisfactory for close tolerance work.

7-E Hydraulic Single Post Car Lift and Accessories to be used at Park Auto Shop. This is a hydraulic jack that can be quickly rolled into position to lift (on two pads) either end of a car or light truck for inspection or repairs. With its accessories, it can be used in conjunction with the present car hoist to remove transmissions, springs, etc. Its purchase will permit greater use of present manpower and equipment.

7-F Hydraulic ServiceJack (1-1/4 ton) to be used by Park Auto Shop for lifting passenger cars and trucks. This item is to lift cars for tire changing in field or shop. It will weigh 68 lbs. and be of such size as to be easily portable and handled by one man on field calls. Present shop service jack is too large, weighs 200 lbs., and is not suitable for field job.

7-G Motorcycle Hoist to be used by Garageman at New Hall of Justice Service Station for hoisting motorcycles maintenance and tire changing. This equipment will enable the working personnel to have maximum efficiency in maintenance and repair motorcycles.

7-H Spindle Sander to be used by Pattern-Maker for sanding fillets, radii, and other intricate parts for patterns. This oscillating spindle sander will facilitate many wood working jobs going throughout the Pattern Shop. The personnel now are hard pressed to keep up with the increasing demand for their services for the various departments when much of their work must be done by hand.

7-I Portable Electric Disc Sander to be used by Blacksmith Finisher for preparing and finishing jobs which required welding. Presently, this work is being done with slow hand methods or with borrowed tools.

7-J Replacing Offset Duplicator, Serial No. 6786, Inventory No. 33-5880 to be used at Reproduction. The present duplicator was purchased in 1951 and has been in continual use, eight hours per days, since that time. Parts are badly worn and maintenance costs are increasing rapidly. This machine is used in the preparation of many reports required by a large number of city departments and the increasing number of breakdowns due to obsolesence has caused serious inconvenience and delay in processing work for these departments.

Estimated Cost	$6,570
Estimated Trade-In Allowance	950
Net Amount requested	$5,620

7-K Replacing one (1) Mimeograph Machine, Serial No. 13050, Inventory No. 33-5534 at Reproduction. Two mimeograph machines are required to provide mimeograph service for over 25 city departments, including Board of Supervisors, Controller, Purchasing, City Attorney, Sheriff, City Planning, etc.

One of these machines was replaced in 1961-62. Replacement of the other machine, purchased in 1945, is urgent as replacement parts can no longer be obtained.

Estimated Cost	$875
Estimated Trade-In Allowance	25
Net Amount requested	$850

7-L Replacing two (2) Cutting Boards - 24" - to be used for trimming blueprints. Present trim boards were purchased in 1944 and cutting edges are so worn that adjustments for accurate trimming can no longer be made. Boards have no trade-in value.

7-M For official bonds for officers and employees of all General Fund departments.

Blanket bonds - Officers	$1,465	
- Employees	5,145	
Individual bonds	3,975	$10,585
Estimated bond premium for Special Fund departments		2,100
Net Amount requested		$ 8,485

Ordinance No. 93-61 provided for new officers blanket bond and revised employees' blanket bond with increased coverage.

7-N Request based on current rates. If rates are increased, this request has to be increased. In addition, a number of new vehicles were purchased in 1961-62 and to be purchased in 1962-63, insurance premium has to be appropriated in a sufficient amount for the coverage.

8-A For Membership dues (see Admin. Code Sect. 16.6-38) as follows:

National Institute of Governmental Purchasing	$750
State, City & Municipal Government Purchasing	10
Purchasing Agents' Assn. of Northern California	50
Total	$810

Rates were set by the associations.

1-A 1 512 General Clerk-Typist NEW
358/6 378/6

No typist at Central Shops necessitating General Supt., and other non-qualified personnel to do typist work. This initial rough typing then is sent to Purchasing Department Main Office for final typing. More than twice the cost and twice the time under this arrangement. With expanded centralized accounting procedures and increased services furnished by shop office the requirement for typing has increased to the point where full time typist is required in addition to accounting personnel assigned.

1-B MU Genl. Supt. of Central Shops
Annual salary 1126/6 1183/6

In 1961-62 Genl. Supt. was carried on shop budget. Duties of position are administrative, not confined to supervision of automotive maintenance and repair. More properly charged to Purchasing Department Main Office and General budget. (See Salary Ord. Sect. 36.05.)

1-C Salary Increment.

1-D 1632 Senior Account Clerk
Annual Salary 435/6 447/6
Granted 1-1632 Senior Account Clerk, Ord 301-61
Abolished 1-H2 Account Clerk, Ord 301-61

This position carried on Purchasing Main Office budget in 1961-62. Individual filling position work at Central Shops and position and salary is properly a charge to shop operations.

NOTE: THIS IS A TRANSFER BETWEEN BUDGETS AND NOT INCREASE IN PERSONNEL (SEE SALARY ORDINANCE SECT. 36.03).

1-F A364 Car and Auto Painter NEW
1 employee @ $28.00 per day x 260 days = $7,280

Urgently needed to replace position deleted from 1957-58 budget upon promotion and subsequent transfer out of individual occupying position. No reduction in work requirements has occurred and position should not have been deleted. Fire Department conversion program is being delayed; Fire Department ladder repair and maintenance program is seriously backlogged; during current year DPW equipment repainting program is not being accomplished; $8,000 accident repair and repainting was contracted out during 1960-61. Without this additional employment vital programs will not be completed. Outside contractors have refused to bid on repainting of larger units, i.e. fire equipment, etc., as they are not equipped to handle.

1-G 261 days or 52⅛ weeks in 1961-62 but only 260 days or 52 weeks in 1962-63.

1-H One (1) M55 reduced from 5⅛ day week to 5 day week.

I-I Scheduled for 5 day week in 1962-63 whereas 5⅛ day week in 1961-62

I-J Scheduled for 5⅛ day week in 1962-63 whereas 5 day week in 1961-62

I-K Salary rate increased in 1962-63

	Rate	Days
1961-62	24.10	109
	25.06	130
	25.86	21
1962-63	25.86	260

I-L Salary rate increased in 1962-63

	Rate	Days
1961-62	26.32	109
	26.56	130
	27.36	21
1962-63	27.36	260

I-M Overtime is required to prepare monthly invoicing, complete other work which cannot be accomplished during normal work period. Peak work loads occur at end of each month, at budget preparation time, when assisting other departments in preparing statistics showing requirements, computing retroactive wage increase for crafts during July of most years, preparing special reports on call, etc. Estimated requirements for 1962-63 approximately 10⅝ days for one B4 Accountant @ $38.50 per day.

I-N Holiday - for work on holidays which are not recognized by crafts (per diem personnel). It is essential to have office function in normal manner at all times when shop is open and operating. Office service is required in processing time cards, materiel purchases, and other normal shop needs.

1 B4 Accountant 4 holidays @ $36.50

Holidays included Admission Day, Columbus Day, Election Day, and Lincoln's Birthday.

I-O Vacation replacement - to permit continued operation of repair and maintenance program and to provide coverage at critical and single man service stations.

Shift	No. Emp.	Days	Rate	Amount
Day	7	15	20.00	$2100.00
Night	1	15	22.00	330.00
TOTAL				$2430.00

Overtime for emergency service after normal work shifts, after hour road calls for tire and tow service, fill in for watermen due to unexpected illness or emergency.

Estimated 40 hours @ $3.75 per hour $150.00

Seven recognized holidays that required personnel to work at premium pay to provide watchman service.

7 days @ $40.00 per day $280.00

2-A For supervision of night crews servicing trucks and autos. During 1961-62, three (3) M55 rotated this supervision. Reclassification of one (1) M55 has reduced the requirements in this classification.

2-B For supervision of night crews servicing trucks and autos. This is a reclassification of M55 position in 1961-62. This supervision responsibility is rotated with two (2) M55 (see previous explanation). Note reduction of Overtime requirements for M55 for the same amount.

2-C To provide vacation replacements to permit continued operations of repair and maintenance program and to provide coverage at Sewage Treatment Plants and Sewage Pumping Stations, and to provide emergency service after normal work shifts and break-downs of equipment serviced by Central Shops.

V.H. 3 M254	15 days @ $27.68	$1245.60
O.T.	24 hrs. @ 5.19	124.56
TOTAL		$1370.16

2-D Budget allowance of $800 for repair and maintenance of a fleet of 14 light trucks, 2 heavy trucks, 3 passenger cars (used by Shop General Superintendent and Foreman) plus loaner fleet of 5 passenger cars is insufficient. Loaner fleet is now service instituted to reduce down time of drivers when own vehicle is down for repairs. Very successful program but does increase need for additional funds.

2-E Maintenance and Repair of auto equipment of other departments

Item	Actual 1959-60	Actual 1960-61	Estimated 1961-62	Request 1961-62	
Motorcycles Rprs.	3896h	h07h9	hhh30	hhh00	(1)
Tire Recaps	6710	6933	6500	6600	
Wash & Service	6955	6hh7	6720	5000	
Broom Core Refills	7091	8823	9288	7h00	
Accident Repairs	8h52	7956	6000	9500	(2)
Rebuild Motors	2200	3579	3800	5600	(3)
Tarps, Covers, etc.	753	5h6	592	-- -	(h)
Special Bodies	7h00	16167	8035	----	(h)
Misc. Items	2h32	397	575	500	
	80957	91596	88000	75600	

(1) Contractor is annually increasing his prices. It can be anticipated that this estimate will be too low in the coming year.

(2) Contracting for accident repairs with outside shops must continue to grow due to shortage of personnel.

(3) Expenditures in last 2 years reflects this growth in major repairs.

(h) Fire Department special bodies, etc., used in their conversion program which they advise will be completed this year.

2-F Tabulating Bureau has estimated cost of service @ $125.00 per month for normal requirements. Conversion of shop accounting operations from manual to machine operation is being expanded and it can be anticipated additional use will be made of their capabilities as further use is made of their facilities.

2-G To provide once a year window washing service for new shop buildings which are of "glass wall" type construction. Purpose of building design was to furnish adequate light to working areas. Three years accumulation of grease and dust is very evident and reducing benefit of "glass wall" construction.

2-H Rodent and Pest Control: To provide service to spray shop area to keep down infestation of Black Widow Spider. This pest breeds in the surrounding open areas and adjacent lumber yard. There is a heavy infestation at present despite an emergency spray service approximately one year ago. Annual spray will be required to minimize danger of personnel being bitten by this pest. Emergency action will again be taken in spring of 1962.

Rodent Control: To provide service to eliminate, or control, rats and field mice which have invaded the shop building. As in the case of the black widow spider, the rodents have infiltrated from the surrounding area.

Form 4060

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: Purchasing - Central Shops

Index Number 312 — Sheet Number 3

3-A Automotive Parts:

Actual Expenditures 1959-1960	Actual Expenditures 1960-1961	Actual July-Dec 1961	Estimated Jan-June 1962	Estimated Total 1961-62
$188004	$186544	82852	87347	170199

Anticipate increased expenditures during 2nd half of current fiscal year. First six months expenditures are always considerably lower due to personnel taking vacations during 1st six months of fiscal year. 1st half 1960-61 $85,000., second half 1960-61 $98,000.

3B Known Requirements:

Spot carbon time cards	25M @ $ 20 per M	$ 500
Spot carbon repair bills	9M @ 37 per M	333
Shop carbon partial repair bills	5M @ 17 per M	85
Appropriation control sheets	250M @ 200 per M	50
Misc. shop records and printing as required		332
		$1300

1962-63 requirements are reduced as Purchasing General will now provide funds for Storekeeper forms and Union gas tags which are not a proper charge to shop operations.

3-C Office supplies are in short supply, or exhausted. Slight increase required to replenish.

3-D Reduction in retirement rate as directed by Retirement Board.

		Funds Required
1960-61 Rate	12.577%	$15,291
1961-62 Rate	6.236%	7,704
1962-63 Rate (est.)	6.236%	7,704

1-A Salary Increment.

1-B Overtime is necessary to meet deadlines set by ordinance; advertised dates for bids on construction; legal matters; legislative reports, emergencies created by landslides, street cave-ins, etc.

B306e	140 hrs. @ 4.81	$ 673
B325	115 hrs. @ 4.27	491
B327	50 hrs. @ 4.27	214
B330	40 hrs. @ 5.44	218
TOTAL		$1,596

Overtime hours for each classification cannot be accurately estimated in advance as the need depends on work requested by other departments. Every effort is made to keep overtime at a minimum. Hourly overtime rates have increased yearly.

1-C To provide for temporary replacement of personnel on vacation or sick leave in those cases where delay of the work is not possible. This item cannot be accurately estimated in advance.

1-D For binding Block Books, 5 sets of 44 volumes each @ $330 each or $1650. Cost of binding increased from $1,350 in 1960-61 to $1,645 in 1961-62 (see PO#89728, Contract Proposal #12000). Miscellaneous binding and printing amounted to $500. Total needed $2,150.

1-E Bi-weekly shop towel service. Estimate 3,000 towels per year at 2¢ each.

1-F Purpose of this request is to provide a central office copier machine service in lieu of purchasing similar type of equipment for individual departments. This is a new service with no previous record of expenditures.

Rental @ 95 per month x 12 = 1,140

1-G For reproduction of City's Annual Budget. Funds appropriated in 1960-61 were insufficient and supplemental appropriation for $500 was required.

1-H For Stationery and Supplies as follows:

Mimeograph Paper	$ 2,500
Offset Paper	2,200
Ink and chemicals, misc. paper and cards	1,650
TOTAL	$ 6,350

1-J For Photographic Supplies as follows:

Blueprint paper	$10,600
Blueprint Chemicals	500
Photographic Papers	4,700
Photographic Chemicals	1,200
Photographic Films	1,000
TOTAL	$18,000

1-A Salary Increment.

1-B These additional positions are necessary to meet increased work load due to the inauguration of new tabulating services by other departments.

Department	Work Program
Health - Hospital	X-Ray Reports Census Records Medical Records Nurses' Activities
Municipal Court	Arrest Records & Complaints
Fire Department	Fees and Permits

Funds will be furnished by departments for which services are rendered.

1-C To provide funds for freight payments. Anticipated needs for equipment replacement.

Abnormal expenditures for freight for 1961-62 was required for establishment of Tabulating Section in the New Hall of Justice. (Freight on new machines installed and drayage expense to move machines from the City Hall to the Hall of Justice.)

1-D Machine Rentals are estimated as follows:

4 Accounting Machines	$20,160
3 Reproducer	3,120
2 Interpreter	2,440
4 Sorter	3,420
9 Print Card Punch	6,672
3 Collator	5,760
TOTAL	$41,472

1-E Increase in the request due to increase of volume of work required by other departments. Supplies have to be furnished when work is performed.

A Annual salary increment

B To provide maximum rate for employee returning from limited tenure appointment as "Cashier B" in Recreation-Park Department.

C OVERTIME

Overtime allowance necessary for preparation and typing of annual budget requests in order to meet deadline of February 1st, and preparation of payrolls and work order job costings to meet deadlines as established in cases where regular employees are on vacation or sick leave.
Total estimate required $1636.00

Total Amount paid for Overtime during 1960-61:
From Budget Appropriation $857.17
From Interdepartmental 669.84
$1527.01

Estimated requirements for preparation and typing of Annual Budget:

Head Clerk	56 hours	@	5.57 hr.		$311.92	
Accountant I	32 hours	@	4.81 hr.		153.92	
Accountant II	32 hours	@	5.71 hr.		182.72	
General Clerk-Typist	72 hours	@	3.77 hr.		271.44	
	192			Total		$920.00

Actual overtime worked during 1960-61:
192 hours - $899.70

Estimated requirements for Payroll deadlines and job costings:

Head Clerk	48 hours	@	5.57 hr.		$267.36	
General Clerk	82 hours	@	3.77 hr.		309.14	
Tabulating Machine Operator	20 hours	@	3.96 hr.		79.20	
	150			Total		655.70

Actual overtime worked during 1960-61:
149½ hours - $598.57

Requested by Bureau of Sewer Repair for emergency work during stormy weather:

1 General Clerk-Typist	16 hours	@	3.77 hr.	60.32	60.32

Actual overtime worked during 1960-61:
8 hours - $28.74

Total required $1636.02

D HOLIDAY PAY

For employees of the Bureau of Accounts required to work Holidays (4) not recognized by per diem ann:

No. of Employees	Classification		Rate	No. of Holidays	Amount
1	Head Clerk	@	44.60	4	$ 178.4[illegible]
2	Gen. Clerk-Typist	@	30.19	4	241.52
1	Gen. Clerk-Steno	@	30.96	4	123.84
4	General Clerk	@	30.19	4	483.04
2	Tab. Machine Operator	@	31.72	4	253.76
					$1280.56

Estimated Holiday Pay required for 1962-63 - 4 Holidays -
(Actual 1960-61 Holiday Pay expenditures - 3 Holidays $ 968)
(Allowance 1961-62 " " " 3 Holidays $1050)

C-1

A CONTRACTUAL SERVICES - TIRE RECAPPING

To provide for repairs to Tires and Tubes - 3 autos, for fiscal year 1962-63.

Recapping as recommended by Purchaser of Supplies:

2 - 7.50 x 14 Tubeless Tires @ 6.63 ea. =	$13.25
15% for anticipated increase	1.73
	$14.98

B CONTRACTUAL SERVICES - CRANKCASE BLOW-BY DEVICES FOR CITY VEHICLES

Furnishing, installation and maintenance of crankcase blow-by devices for two City passenger cars assigned to the Bureau of Accounts as per letter from the Purchaser of Supplies, November 1, 1961.

2 Cars @ $21.45 ea. = $42.90

C MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

For the maintenance and repair of 3 automobiles assigned to field timekeeping and messenger services:

	1960 - 61			1962 - 63		
	Miles	Shop Repairs	Per Mile	Estimated Miles	Per Mile	Shop Repairs
3 Passenger Cars	29730	$716.00	.0241	30000	.0265*	$759.00

Say $750.00

*Rate increased 11% to reflect wage increases of shop mechanics, and increased costs of replacement parts. (From July 1,1960 to July 1,1962)

D MAINTENANCE AND REPAIR OF OFFICE EQUIPMENT

Maintenance, servicing and repairs of office equipment in conformity with service agreements arranged by the Purchaser of Supplies:

Maintenance Contracts		
27 Adding Machines	$735.00	
13 Calculating Machines	583.00	
3 Time Recording Clocks	61.00	
3 Electric Typewriters	116.00	$1495.00
Typewriter repairs and overhauling (No contract)		
18 Typewriters		
5 Numbering Machines		
	500.00	
Requested by Department	$1995.00	

Approved by Chief Administrative Officer $1250.00

During the fiscal year 1960-61 the sum of $1484.22 was expended for maintenance and repairs of office equipment. Of this amount $688.46 was paid from Interdepartmental Overhead Reserve Account.

E RENTAL OF EQUIPMENT - IBM

For rental of the following IBM accounting machines during the fiscal year 1962-63:

2 - 024 Key Punches	$ 960.00
1 - 056 Verifier	540.00
1 - 077 Collator	1,200.00
2 - 082 Electronic Sorters	1,344.00
1 - 407 Alpha Accounting Machine	10,020.00
1 - 519 Document Originating Machine	1,440.00
1 - 552 Alphabetical Interpreter	1,080.00
1 - 602A Calculating Machine	2,940.00
	$19,524.00

A TIRES AND TUBES

New tires and tubes required for three automobiles:

Recommended by Purchaser of Supplies -	2 - 7.50 x 14 Tubeless Tires @ $12.70 ea. -	$25.40
	15% for anticipated increase	3.81
		$29.21

B GASOLINE, OIL, LUBRICATING SUPPLIES

Gasoline and Oil, etc. for three automobiles assigned to field timekeeping and messenger services:

	1960 - 61			1962 - 63		
	Miles	Gas & Oil	Per Mile	Estimated Miles	Per Mile	Gas & Oil
3 Passenger Cars	29738	$455.00	.0153	30000	.0153	$459.00

C OFFICE STATIONERY AND PRINTED FORMS

Stationery and office supplies required during the fiscal year 1962-63:
Required to continue various accounting records and costs reports:

I.B.M. Cards	$1200.00
Paper and supplies for I.B.M. reports, statements, etc., ribbons and misc. supplies	1270.00
Misc. printed forms and office stationery	1190.00
	$3660.00

RECAPITULATION - EQUIPMENT

Priority	Item	New	Replacement	Total
1	1 - Automobile		$1825	$1875
2	4 - IBM Panels	$141		141
3	1 - Electric Typewriter		402	402
4	1 - Bates Numbering Machine		35	35
		$141	$2262	$2403

D EQUIPMENT-REPLACEMENTS
1 - Electric Typewriter - 13"
To replace a worn-out manual typewriter which is over ten years old. Reason for the need of an electric typewriter:
1. The electric typewriter will replace a manual one. Frequently 10 or more copies are needed requiring two runs. The electric typewriter will eliminate this.
2. The volume of typing done.
3. The need for clear cut copies.
4. Cutting stencils.

Replacing 1951 Remington typewriter, Serial #J-2041666, Purchaser's Inventory No. 37-200.

Estimated cost of new electric typewriter	$417.00
Estimated Trade-in allowance	15.00
Net amount requested	$402.00

E EQUIPMENT - REPLACEMENTS
1 - Bates Numbering Machine
Replacing 1 worn-out numbering machine - Purchaser Inventory No. (NONE). Serial No. 441395

Estimated Cost	$ 35.00
Trade-in value	0

FORM 1150

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - ACCOUNTS — Index Number 411 — Sheet Number 4

A EQUIPMENT - REPLACEMENT

1 - Passenger Automobile - Coupe (Intermediate) Automatic transmission.
Replacing 1953 Chevrolet Business Coupe, Serial #A5300-73844, Purchaser Inventory No. 411-112, mileage 44674 - used by General Clerk for time-keeping and messenger service. (Approved for replacing by Purchaser of Supplies 11/9/61).

Estimated cost of "Intermediate" Car	$1900.00
Estimated Trade-in Allowance	75.00
	$1825.00

B EQUIPMENT - NEW

4 PANELS (IBM)

1 - #407 Panel needed to replace our only spare panel which was consumed when the job "Electrical Sales Permits" was added to our previous applications. $66.00

3 - #602A Calculator Control Panels needed in order to do the extending and checking of "Plumbing Permits" on IBM that is now done manually. 75.00

$141.00

C SERVICES OF OTHER DEPARTMENTS

For services of a Storekeeper from the Purchaser of Supplies for storeroom at Maintenance Yard, 2323 Army Street:

Salary 12 months @ 447.00	$5364.00
Holiday Pay - 4 days @ 30.96	124.00
Overtime - June 30, 1963 - 1 day @ 30.96 (Taking inventory of stores)	31.00
	$5519.00

FORM 4290

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: PUBLIC WORKS - ARCHITECTURE — Index Number: 413 — Sheet Number: 1

A B-222 GENERAL CLERK
One (1) B-222 General Clerk from interdepartmental to personal service (budget).
This employee works on jobs under construction of which there has been an average of seventy-five for the past several years, and on jobs being advertised of which there is an average of 130 per year. Because of the great number of jobs involved it is impossible for him to charge his time accurately under interdepartmental procedures and it is therefore recommended that this change in accounting procedure be made to reflect the true situation.

B If this position is allowed as requested in budget services, same may be eliminated in this interdepartmental section.

C ALLOWANCE FOR OVERTIME
In special cases, when required to meet mandatory schedules, it is necessary for budgeted employees to work overtime.

D CARFARE & TELEPHONE
Estimate for Year 1962-63. For personnel travelling by Public Carrier on city business and for reimbursement of essential phone calls made from outside the City Hall.

E TRAVEL & CONFERENCE EXPENSE
Official Travel, for Charles W. Griffith or representative. To attend annual State Convention of American Institute of Architects. Membership authorized by Ordinance 416.58. Tentative Date: Oct. 16 thru 20, 1962, Monterey, California.

F RECAPPING OF TIRES
Provision should be made for the recapping of tires for 6 City-owned vehicles. 12 tires @ $8.00 each - $96.00

G CRANKCASE BLOW-BY DEVICES
For 6 City-owned cars @ $21.50 per car = $129.00. In accordance with request of Purchaser of Supplies dated Nov. 1, 1961.

H AUTOMOTIVE REPAIRS
For the maintenance of six City-owned vehicles:

Estimated mileage	Constant	
30,000 miles	.0358	$1,074.00

I REPAIRS & SERVICE OF OFFICE EQUIPMENT
Annual charges on service agreements:

1.- A.B. Dick Duplicating Machine	$ 84.00
7.- Electric Typewriters	253.73
	$337.73

Other equipment needing periodic repairs:
3 - Adding Machines
6 - Manual Typewriters
Dazor lamps, staplers, chairs, etc. Estimate: 262.27
Requested by Department $600.00
Approved by Chief Administrative Officer $500.00

J BLUEPRINTING, PHOTOSTATS & PHOTOGRAPHS
This amount is needed for blueprints, photographs and photostats which are necessary for administrative purposes but which cannot be charged to any particular job.

Blueprints	$250.00	
Photographs	100.00	
Photostats	100.00	$450.00

All other work of this nature will be charged to a specific construction or design job.

K POSTAGE - ADMINISTRATIVE
Postage is needed for correspondence on contemplated work and in other instances where a definite job has not been established. Amount requested here concerns administrative work which cannot be charged interdepartmentally.

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Form 4030

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - ARCHITECTURE — Index Number 413 — Sheet Number 2

A SUBSCRIPTIONS TO PAPERS AND PERIODICALS

Nation's Schools	$3.00	per year	
Architectural Forum	5.50	" "	
The Modern Hospital	4.00	" "	
Hospital Planning Abstract Service	10.00	" "	$22.50
Allowance for Technical Publications such as:			
Title 21 (School Construction)			
" 19 (Uniform Bldg. Code)			
" 17 (Hospital Construction)			
Industrial Safety Orders			
State & City Bldg. Codes			27.50
			$50.00

B AUTO MILEAGE - EMPLOYEES' CARS

Because of lack of city-owned cars in this Bureau, and the fact that financial advantage results to City, budgeted employees are permitted to use their personal cars on City business, whenever necessary. Estimate: 12 months @ $25.00 per month $300

C TIRES & TUBES

Estimated mileage	Constant		
30,000 miles	.0035	-	$105

D GASOLINE & OIL -- PUR.

Estimated mileage	Constant		
30,000 miles	.0203	-	$609

E STATIONERY & OFFICE SUPPLIES

Estimate for 1962-63	$3000
Less Interdepartmental	2500
	$ 500

Amount requested here is for office stationery used for administrative purposes only.

ESTIMATE:		
Carbon & Copy paper	$ 175	
Mimeograph	1200	
Envelopes	250	
Stencils	475	
Letter heads	125	
Verifax supplies	75	
Report forms	200	
Miscellaneous	500	
	$3000	

F EXECUTIVE CHAIR - REPLACEMENT

For use of City Architect whose old chair is worn out.

G ONE (1) SECRETARIAL DESK & CHAIR

For Clerk-Stenographer in Hospital Section, Hyde Street Office now using borrowed equipment.

H THREE (3) ELECTRIC TYPEWRITERS - REPLACEMENT — 3 @ $465 - $1395 less trade-in of $120 = $1275.

To replace three Remington Elec. typewriters three years old. These machines are used constantly for writing specifications, cutting stencils and general typing should be replaced for more efficient operation of the Bureau. Trade-in Serial Nos: E2291298
E2291402
E2291406 @ $40 each = $120

I REFERENCE BOOKS - NEW

Such as: Architectural Graphics Standards, Modern School Shop Planning, Architectural Index, A.I.A. Building Products Register and Accounting for the Architects.

Form 6250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - ARCHITECTURE — Index Number 413 — Sheet Number 3

A SUMMARY OF EQUIPMENT REQUEST

Priority	Item	New	Replacement
1	Reference Books	$150	
2	Executive Chair		$220
3	Sec'ty Desk & Chair	210	
4	3 Typewriters		1275
		$360	$1495
			360
			$1855

A BUILDING INSPECTION - 1,415,110,000
Supplemental appropriation adjustments

Abolished	1	P410A Engineer, Civil	SJV 1223	- $6481
Created	1	5214 Building Plans Engineer	ORD 301-61	5883
			Total	- $ 598

B Annual salary increments.

C BUILDING INSPECTOR (3) A106
Inspector to be stationed at Central Permit Bureau to examine each building application, to determine whether filled out correctly, check plans submitted for basic requirements. By checking these basic requirements, a substantial lessening of the processing time for permits would result and would enable all bureaus and departments to operate more efficiently. It would also insure accurate records, would free personnel in the Central Permit Bureau and the Bureau of Building Inspection for other duties because of phone inquiries and office record searching. The salary would be covered by building permit fees. Position recommended in Blyth-Zellerbach report.

The redevelopment of the Western Addition and Diamond Heights will add very large numbers of buildings to two of the inspection districts. In order to provide adequate inspection service to these districts, request is made for one (1) additional inspector who will be assigned to the redevelopment work. Construction is under way now and by the fiscal year of 1962 a full time inspector will be needed for these two projects.

One (1) additional inspector is requested so that another district can be formed to handle this extra work exclusive of the Redevelopment area. This year we have issued 1650 more building permits than last year at this time. The building inspection permit fees are adjusted each year so that the building inspection is a self supporting function.

Failure to provide these additional inspectors will result in a lessening of our number of inspections per job, with a consequent decrease of our standards and also poorer service to the construction industry which pays for the service and to the general public.

D SENIOR BUILDING INSPECTOR
In order to provide proper supervision to the 18 building inspectors the present sole Senior Construction Inspector (Chief Building Inspector in Jacobs Classification) should have an assistant. This would allow for closer supervision of district inspectors as well as better service to the public.

At the present time with required administrative duties, conferences, code revisions, consultation on difficult jobs, it is not possible to adequately train or supervise the inspectors.

Building permit fees are self-supporting of the personnel in this division.

In a questionnaire to the thirty largest cities of which twenty replied, the average ratio of immediate superior to inspector is 1 to 8 while our present ratio is 1 to 14. The Blyth-Zellerbach report recommended the establishment of an additional supervisory position in this Division. The salary of this position will be paid for from building permit fees.

E New employee at lower rate.

F PLUMBING INSPECTORS - CLASS A412
2 Plumbing Inspectors - Class A412. One inspector is needed to replace a plumbing inspector retired January 1, 1956, but never replaced due to lack of revenue at that time. The work load has been increasing steadily since, until now it is impossible to cope with the present building activity, not to mention the immediate future building program already underway in the Western Addition, Diamond Heights - Golden Gateway areas.

This personnel shortage is causing an ever-increasing backlog to accumulate in both inspections and complaint investigations.

One inspector is also needed for counter service to answer questions and review problems of both the plumbing contractors and the public. At present our Chief Plumbing Inspector partially performs this function, which neither allows him adequate time to supervise the inspectors nor sufficient time to provide the necessary informational service. This position was recommended in the Blyth-Zellerbach report.

Both these positions will be paid for by permit fees.

Form 4150

C CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - BUILDING INSPECTION

Index Number 415 Sheet Number 2

A HEATING AND REFRIGERATION INSPECTORS A430
4 Heating and Refrigeration Inspectors (A430) are required to enforce those provisions of the Building Code.

In the 1956 Code it is required that heating and refrigeration installations be inspected during installation; and also that they periodically be inspected and that permits to operate be furnished.

Since this provision was adopted in 1956, this Bureau has never received budget authorization to employ necessary personnel. Therefore, although the code provides for and requires permits both for new installations and permits to operate at specified intervals, this service has not been given and permit applications are not accepted. Therefore, all installations are technically illegal.

Either the necessary personnel should be furnished or the code amended so these permits are not required.

The personnel are expected to be self-supporting under the fee schedule for the permits. These fees are now not collected as permits are not issued.

In a questionnaire to the 30 largest cities in the country, of the 20 that replied, 18 had inspection of heating, ventilation and refrigeration, and 15 had a separate class of mechanical inspection of same type. The Blyth-Zellerbach report recommends either that personnel be furnished for this work or the requirements be deleted from the code.

B WARM AIR, HEATING AND VENTILATING INSPECTORS A-450
4 Warm Air, Heating & Ventilating Inspectors A-450 are required to enforce these provisions of the Building Code.

In the 1956 Code it is required that Warm Air Heating and Ventilating installations be inspected during installation; and also that they be periodically inspected and permits to operate be furnished.

Since this provision was adopted in 1956, this Bureau has never received budget authorization to employ necessary personnel. Therefore, although the code provides for and requires permits both for new installations and permits to operate at specified intervals, this service has not been given and permit applications are not accepted. Therefore, all installations are technically illegal.

Either the necessary personnel should be furnished or the code amended to these permits are not required.

The personnel are expected to be self-supporting under the fee schedule for the permits. These fees are now not collected as permits are not issued.

C GENERAL CLERK-STENOGRAPHER B-408
1 - To be used in Mechanical Division. This division must be established if we are to enforce the heating, ventilation and refrigeration portions of the Code. The salary of this position will be paid for from permit fees.

See request for A-430 and A-450 for fuller explanation.

D TWO ELECTRICAL INSPECTORS
Two Electrical Inspectors are needed to handle the expected work in the Redevelopment Areas. During the next fiscal year, buildings will be constructed in large volume in the Diamond Heights, Western Addition and a portion of the Golden Gateway Redevelopment Areas. Over 1000 building starts are expected. This work will be superimposed upon the normal work load of the division in the rest of the City.

If the budget request is not granted, then the quality of inspection in the rest of the city will suffer and poorer service to the contractors and general public will result.

This position was recommended in the Blythe-Zellerbach report.

The salary of this position will be paid out of electrical permit fees.

A MECHANICAL ENGINEER F-410b
One Mechanical Engineer to administer the Mechanical Division. This Division must be established if we are to enforce heating, ventilating and refrigeration provisions required by the 1956 Building Code. The salary for this position will be paid out of permit fees.

See A-430 & A-450 request for fuller explanation.

B ELECTRICAL ENGINEER F410C
To head the Electrical Inspection Division. At the present time the electrical division is supervised by a Chief Electrical Inspector, which is promotive from Electrical Inspector. The chief inspector has to supervise 18 inspectors, review complex plans, prepare code changes, discuss problems with consulting electrical engineers and contractors. From a survey of the 30 largest cities, of which 20 replied, the average ratio of Supervisors to inspectors is 1 to 8. The electrical inspector cannot adequately handle all the work outlined above.

The creation of the electrical engineer position of administrative head of the division to handle the administrative work, plan review, code changes and other difficult electrical problems would free the Chief Electrical Inspector to spend full time for supervision of the inspectors. This would result in better codes, more adequate and uniform inspection and better general service to the contractors and construction industry.

It was recommended in the Blythe-Zellerbach Report that the establishment of this position be given consideration.

The cost of this position will be fully covered by electrical permit fees.

C BUILDING INSPECTION - URBAN RENEWAL - 1.415.110.415
Supplemental appropriation adjustments

Abolished	3 N100 Sanitarian	SJV 1223	- $8788
Created	2 A106 Building Inspector	ORD 301-61	8372
			- $ 416

D BUILDING INSPECTORS - URBAN RENEWAL
Four additional Building Inspectors - Urban Renewal Division. If we are to meet our goals set forth in previous Workable programs of 2150 buildings per year at our expected rate of inspection of 180 buildings per basic inspection per man year, we will need a total of 12 inspectors.

This estimate presupposes an increase in our present rate of approximately 100 buildings per basic inspection per man year. We feel that by more familiarity of the work that inspectors have gained through experience and simplication of work methods, this increase might be attained.

Our present staff includes 8 basic inspectors, so that an increase of at least four is necessary to meet the goals.

E PLUMBING INSPECTOR (URBAN RENEWAL)
If the request for additional Building Inspectors is granted, then one plumbing inspector for this division is required.

With our present staff, buildings in which there are difficulties with plumbing, are referred to the district plumbing inspector for report and correction. The district plumbing inspector is barely able to do this work in addition to his regular work.

If additional basic inspection personnel are granted, the work load will be too great for the district plumbing inspector and one plumbing inspector should be assigned to the Urban Renewal Division to handle this work.

F CLERK-TYPIST (URBAN RENEWAL)
Two Clerk-Typists are required for the Urban Renewal Division.
With our present staff and at the present rate of inspections, our typing personnel is not able to type reports at a rate equal to the inspections, so that there is an ever increasing backlog of work.

With our expected increase of inspection per inspector next year, it will require at least one full-time typist to handle the reports. This employment was requested by supplemental appropriation a few months ago but no final action has been taken.

In another budget request, four additional building inspectors have been requested. If this or any part of this request is granted, an additional clerk typist will be necessary to handle the reports from this additional personnel.

Portions of this request have been recommended in the Blythe-Zellerbach report.

A ELECTRICAL INSPECTOR (URBAN RENEWAL)
If the request for additional building inspectors is granted, then one additional electrical inspector is required.

With our present staff, the electrical inspectors are just barely able to keep up with the basic inspectors rate of inspection. It is hoped that with the increased workload goal of the basic inspections for next year, the work methods of the electrical inspectors can be simplified so as to keep up with these men.

However, if additional basic inspectors are employed, then an additional electrical inspector should be furnished so that the electrical inspections in buildings can keep pace with the other work.

B OVERTIME ALLOWANCE
Amount required by Mechanical Inspectors in making inspections of boilers on Saturdays and Sundays to preclude shutdowns of various plants and businesses in working days. $700

C TEMPORARY SALARIES
One B512 General-Clerk Typist for the month of May, 1963 when notices are sent out for journeyman plumbers and gas appliance dealers license renewals.

The B512 formerly required for electrical division is not required as the work is being done by IBM. $365

D FEES AND OTHER COMPENSATIONS
To provide for the compensation of the five members of the Board of Examiners created by Sec. 806 of the San Francisco Building Code.

Activity of the Board has been increasing due to increasing numbers and kinds of new materials and products being placed on market.

Fees of applicants to appear before Board is at least sufficient to pay for costs of convening Board. $1500

E EMPLOYEE'S CARFARE AND TELEPHONE
Amount required for performance of duties by Building and Electrical Inspectors who are not provided with vehicle by this Department. $1000

F TRAVEL EXPENSES
Western Plumbing Officials Association: Membership $75. Expenses to yearly conference, Salt Lake City, Utah:

Round trip fare	$99	
Registration	18	
Per diem (5 days)	100	$217

Attendance by Supt. at annual meeting of International Conference of Building Officials to be held this year at San Diego, California:

Reg. Fee	$50	
Round trip	65	
Per diem (5 days)	100	215

Structural Engineer Association of California Conference to be held at Yosemite:

Transportation	$50	
Registration	15	
Per Diem (3 days)	60	125

Miscellaneous Travel Expenses
To attend technical, building code, housing code, Urban Renewal Conferences, and meetings in California that are not regularly held on any annual basis: Such meetings as the Governor may call; or which may be held by national organizations for special subjects.

To inspect results of earthquake or other catastrophes on buildings so as to provide up to date physical record of building service and thereby enable the Bureau to provide revisions of our codes in the light of actual occurences. Requested by Department $850.

Allowed by Chief Administrative Officer 650

$1207

A MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

Mileage 1960-61		Constant		
321,011	X	.0424	=	$13,610

Furnish and Install smog control device on 30 vehicles @ $16 per vehicle	624
Maintenance on smog control device 39 vehicles @ $6.50 per vehicle	255
Requested by Department	$14,489
Approved by Chief Administrative Officer	9,500

B RECAPPING OF TIRES

Mileage 1960-61		Constant		
321,011	X	.0037	=	$ 1,180

50% of this amount for Recaps	$590	
50% of this amount for New Tires	590	
	$1180	
Requested by Department		$ 590
Approved by Chief Administrative Officer		450

C MAINTENANCE AND REPAIR OF OFFICE EQUIPMENT

1 Marchant Calculator - Service Contract	$ 42
5 Electric Typewriters - Service Contract	175
10 Manual Typewriters @ $30	300
Miscellaneous repairs to office equipment	200
Requested by Department	$717
Approved by Chief Administrative Officer	500

If the typewriters are not serviced and repaired at regular intervals, replacement becomes necessary much sooner than normal. We now have the five electric machines under service contracts but have never had enough money to place all of the machines under this contract.

D SERVICES OF REPRODUCTION BUREAU
Required for photographs, blueprints and mimeographed forms for all divisions of Bureau.

Condemnation Prog.	$ 750
Urban Renewal	1300
Engineer	100
3R Division	250
Requested by Department	$2400
Approved by Chief Administrative Officer	2000

The expanding Urban Renewal and Condemnation activity require many forms and many copies thereof, to provide complete and fair treatment of each case. The new Residential Requirements Record Division reproduction needs also add to the total new funds request.

E POSTAGE

Building Inspection	$1000
Electrical Inspection	100
Plumbing Inspection	150
Urban Renewal	500
3R. Division	750
	$2500

Presently we are averaging an expenditure for the bureau of $600 per quarter. Increased amount due to increased code activity, the new 3R Division, and the Urban Renewal work.

A SUBSCRIPTIONS AND PERIODICALS

Daily Pacific Building	$ 50
Engineering News Record	6
Air Conditioning and Refrigeration News	6
Building Standards Monthly	4
Air Condition, Heating & Ventilation	6
Elevator World	3
Mechanical Contractor	2
Journal of Plumbing, Heating & Air Conditioning	4
Reeves Journal	3
Plumbing & Heating Business	5
Architectural Forum	4
Renewal Information Service NAHRO	25
Prestressed Conc. Inst. Journal	6
Concrete & Concrete Constr. Engineering	4
San Francisco Chronicle	37
San Francisco News-Call Bulletin	23
Electrical Construction	3
Consumer Research	5
	$196
Edwards Abstract	180
	$376

B STREET ADDRESS TELEPHONE DIRECTORY
For use of the Urban Renewal Division and Plumbing Division. It is required to obtain names of tenants and owners of properties so as to arrange appointments for inspection. $102 per year

C ENGINEERING SERVICES - CONSULTANTS (MARSHALL-STEVENS)
To secure the services of Marshall-Stevens as required to prepare estimates of cost of construction of certain unusual types of building construction. Under the Building Code, Section 306, this Bureau is required to have a cost schedule for estimate of permit costs available and corrected every six months in accordance with the report of Marshall-Stevens, Valuation Engineers, or other accepted authorities. The report of Marshall-Stevens is published in a magazine, but consists only of conventional types of construction. With the innovation of newer methods of construction, such as lift slab, slip forms, etc., not covered by the report, we have no way to determine whether reductions in estimated cost for permit fees should be permitted, and if permitted, the amount of reduction.

This has caused considerable controversy with contractors in the past year, and no doubt will become more critical in the future with the ever-increasing types of construction. It is only proper that the schedule be amended to provide proper estimates of cost in these cases so that the permit fee reflects the cost of construction. Requested by Department $1000
Approved by Chief Administrative Officer 800

D REALTY INDEX
Required to obtain lot and block numbers of each property in code enforcement areas to assist in research of ownership and other city records, new residence. $100

E ADVANCED COURSES IN ENGINEERING
To inform our Structural Engineering Division so that we may properly revise and enforce the provisions of the San Francisco Codes. The development of new structural materials and methods of design (such as prestressed concrete, plastic design in steel, advanced soil mechanics) require that the engineers of the bureau be kept abreast of the latest information available. From time to time advanced courses are held on such subjects and in order to properly revise our codes as well as provide up to date enforcement and compliance, our engineers should attend these courses.

We are required to review fallout shelter plans and have been requested to consult in basic designs of fallout shelters. This is a rapidly changing field and our engineers, to properly do the work, must attend courses given by experts on radioactivity and design of protection against radioactivity. $250

Form 4000

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: PUBLIC WORKS - BUILDING INSPECTION — Index Number 415 — Sheet Number 7

A AUTO-MILEAGE (EMPLOYEES' CARS)

There are 12 vehicles being used an average of 500 miles per month each @ 10¢ per mile, $600 per month.

At our present rate of expenditure, it may be necessary to request a supplemental appropriation to allow us to continue throughout the fiscal year. $7,200

This is the estimated amount @ $50 per month per vehicle which would be needed if new cars were not given to employees requested in 1962-63 budget.

3 Building Division	$1,800
3 Electric Division	1,800
1 Plumbing Division	600
6 Urban Renewal Division	3,600
8 Mechanical Division	5,400
	$13,200

B TIRES AND TUBES (NEW)

Mileage 1960-61		Constant		
321,011	X	.0037	-	$1180

50% of this amount for Recaps	$ 590
50% of this amount for New Tires	590
	$1180

C GASOLINE AND OIL

Mileage 1960-61		Constant		
321,011	X	.0151	-	$4850

D STATIONARY AND OFFICE SUPPLIES

Building Division	$ 900
Electrical Division	900
Plumbing Division	1000
Urban Renewal	1500
JH Division	1300
	$5600

E ONE "PLAN HOLD" FILE - MODEL NO. PHRS-42 (NEW)

Engineering Division has maps of all planning areas of the City. There are several different size drawings approved that have to be stored in a proper file to be readily accessible and to prevent damage.

F DESKS (NEW)

18 Desks for use of requested new personnel in 1962-63 budget at $150

3	Building Inspectors
2	Plumbing Inspectors
4	Refrigeration Inspectors
4	Heating and Ventilating Inspectors
2	Electrical Inspectors
1	Mechanical Engineer
1	Electrical Engineer
1	Senior Building Inspector
18	

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - BUILDING INSPECTION — Index Number 415 — Sheet Number 0

A SWIVEL CHAIRS (NEW)
18 Swivel chairs for use of requested new personnel in 1962-63 budget at $40.
3 Building Inspectors
2 Plumbing Inspectors
4 Refrigeration Inspectors
4 Heating and Ventilating Inspectors
2 Electrical Inspectors
1 Mechanical Engineer
1 Electrical Engineer
1 Senior Building Inspector
18

B TYPIST DESK (NEW)
This desk for use of requested General Clerk-Stenographer in 1962-63 budget.

C POSTURE CHAIR (NEW)
This posture chair for use of requested General Clerk-Stenographer in 1962-63 budget.

D REFERENCE TABLE (NEW)
2 reference tables at $125 to be used by two engineers requested in the 1962-63 budget.

E DESKS (NEW - URBAN RENEWAL)
6 Desks for use of requested new personnel for Urban Renewal in the 1962-63 budget at $150.
4 Building Inspectors
1 Plumbing Inspector
1 Electrical Inspector
6

F SWIVEL CHAIRS (NEW - URBAN RENEWAL)
6 Swivel chairs for use of requested new personnel for Urban Renewal in the 1962-63 budget at $40.
4 Building Inspectors
1 Plumbing Inspector
1 Electrical Inspector
6

G TYPIST DESKS (NEW - URBAN RENEWAL)
2 Typist desks for use of requested new personnel for urban Renewal in the 1962-63 budget at $200.

H POSTURE CHAIRS (NEW - URBAN RENEWAL)
2 Posture chairs for use of requested new personnel for Urban Renewal in the 1962-63 budget at $40.

I ELECTRIC TYPEWRITERS (NEW - URBAN RENEWAL)
2 Electric typewriters for use of requested new personnel for Urban Renewal in the 1962-63 budget at $450.

J TYPEWRITER, ELECTRIC (NEW)
This electric typewriter for use of requested General Clerk-Stenographer in 1962-63 budget.

A TYPEWRITERS (REPLACEMENT)
Five manual typewriters @ $195 to replace the following machines: $975

	Turn-In Allowance
Underwood #4015292-11	$ 5
R.C. Allen #A22011258	30
R.C. Allen #A2201332	30
R.C. Allen #A2201339	30
R.C. Allen #8-2136278-13	35
	130
	$845

The Underwood Machine is a 1930 model and has outlived its usefulness. The R.C. Allen Typewriters are a cheap inferior grade machine that require constant maintenance and repairs. All have been completely overhauled recently at a cost of $33 each and still the quality of their work is very poor.

B COMPACT CAR - REPLACEMENT (URBAN RENEWAL)
Sedan 4-door, 5-passenger.

For the past four years the Urban Renewal Division has used a loan car to carry out field trips in the conservation areas. As of October, 1960, Winthrop Valley was designated a conservation area in addition to Pacific Heights. This car is needed for supervisory trips to the two areas. It is also used for survey of various parts of the city for renewal purposes and escorting visitors to areas.

This vehicle has been transferred to Bureau of Building Inspection inventory. We have no record as to the amounts of money spent on shop charges, but it has a speedometer reading of 46,000 miles.

C AUTOMOBILES (REPLACEMENT)

Vehicle No.	Year and Model No.	Shop Charges	Mileage
415-123	1955 Ford Coupe	1645	61,192
415-124	1955 Ford Coupe	780	34,901

Two 4-door, 5-passenger compact cars @ $1850 each.

D AUTOMOBILES (NEW - COMPACTS)
8 Business Coupes, 2-door, 3-passenger @ $1775 each.
1 - For use in the Spot Condemnation Program. At present none of automobiles assigned to the bureau are designated for use in the spot condemnation program; if an automobile were available for this use, additional inspections could be made thus giving better service which at present is over a year behind schedule.

2 - Automobiles for district building inspectors. At present 15 men in field and only 13 automobiles. This means that two inspectors do not have automobiles and cannot properly patrol their districts. Travel by streetcar or on foot is wasteful of time and entire district is not patrolled. Use of mileage refused by men already employed, and not made a condition of their employment.

4 - For use of 89 electrical inspectors now covering large and hilly areas, some areas without transportation of any kind. Considerable time is lost as well, depending on public transportation even where same is available, thereby cutting down actual inspection time, requiring additional time spent compiling carfare reports, inadequate time spent on jobs attempting to meet bus and street car schedules, forcing contractors to provide transportation in certain instances, all with the end result that this condition becomes pretty difficult to provide the proper services to the City, Contractor, and/or Taxpayer.

This situation becomes very acute when cars are tied up in the shop for repairs. A considerable increase in workload as well as more thorough inspections and increased efficiency will result if hiring high-salaried employees spending a good part of their time depending on inadequate public transportation could be rectified.

(Continued)

D AUTOMOBILES (NEW - COMPACTS) (CONTINUED)

1 - Automobile for plan checking personnel. With increasing complexity of design and construction and hillside building often being used, it is mandatory that more field investigations be made by our plan checkers and engineers. One automobile is regularly assigned to this division of 10 persons. This is not sufficient and often unnecessary time of high salary personnel spent in riding buses or trying to borrow a car. Many times it is necessary to forego the field trips due to this situation with the result of improper investigation being made.

A AUTOMOBILES (NEW)
15 Compact Cars, 2-Door, 3-Passenger, Business Coupes @ $1775 each.
For use of outside inspection personnel and 2 engineers requested in 1962-63 budget.

B AUTOMOBILES (NEW) URBAN RENEWAL
6 Compact Cars, 2-Door, 3-Passenger, Business Coupes @ $1775 each.
For use of outside inspection personnel requested in 1962-63 budget.

C BOOKS

Structural Engineering Books	$150
Urban Renewal Books	50
Electrical Books	35
	$235

ITEM

A New employees at lower rate

B Disabled employees replaced by regular employees

C C-52 Elevator Operator -- Installation of automatic elevators in the new Hall of Justice eliminated the need of 7 positions in this classification. Funds were originally provided for these 7 positions for the first 3 months only of 1961-62.

D Annual salary increments

E PERSONAL SERVICES-PERMANENT
2 New Employments - Public Welfare - 150 Otis St.

C-101 Janitor -- By emergency ordinance 359-61-2 of September 1961, over $9 million was appropriated to provide new employments and enlarged offices at 150 Otis St. for the Public Welfare Dept. Included therein were funds for janitorial services, which have been provided during this intervening period by temporary employments on a work order procedure. Continuance of these services requires establishment of these positions on a permanent basis, with costs thereof being defrayed by the Dept. of Public Welfare.

5 New Employments - 450 McAllister St.

C-101 Janitor
C-107 Working Fmn.Janitor -- Building has relocated occupancy load of 242, composed of 5 City departments, occupying gross area of over 51,000 sq.ft., excluding penthouse. Previous owners required services of 8½ full-time employments plus annual expenditure of over $5600 in direct contractual personal services and $3500 in indirect contractual personal services. Janitorial services rendered in vacated areas of City Hall are transferred to new location; services provided in rented quarters or in other City departments (e.g.-Parking Authority, Civic Auditorium) will be reflected in budget savings of the affected departments.

F Less Premium Pay required in 1962-1963 than in 1961-1962

G Employees at higher rate due to reclassifications

H 1 less work day in 1962-1963 than in 1961-1962, but in cases of Glazier and Foreman Glazier Union contract provides 7 paid holidays.

I Total interdepartmental work load varies from year to year in both amount and composition of building trade needs, and a periodic re-adjustment of our work force in this necessary. Currently, we are recommending the deletion of 3 positions and the addition of 4, for a net increase of 1. Despite this increase, there will remain a net reduction in force of 29 positions during the last 5 years.

Decreases - 1 Plasterer, 1 Armature Winder, and 1 Steamfitter, due to diminution in the work load.

Increases - 1 Fmn.Painter At present we have 1 budgeted foreman painter to provide supervision for 27 permanent painters, plus temporary positions during peak periods. Adequate supervision of this number of men at the several hundred civic buildings involved is currently impossible.

1 Electrician - Increase in electrical work load requires additional position, plus the fact that there has been a gradual shift in emphasis from purely motor repair, as represented by the deleted armature winder position, to that primarily of strictly electrical and electronic maintenance and repair.

2 Operating Engineers - Establishment of a preventive maintenance program for mechanical equipment installations in City institutions is currently under way, to match our structural preventive maintenance program. Full implementation of this money saving program will be made possible with these 2 employments.

Form 6250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS-BLDG.REP. — Index Number 417 — Sheet Number 2

ITEM

A — Allowance for Emergency Overtime

To pay shift operators such as operating engineers, watchmen, and elevator operators for necessary overtime required by unforeseen emergencies or special events.

Above personnel are required to work overtime:

1. When shift replacement does not report for duty due to sudden sickness, accident, etc.

2. When directed to report for special events given in City Hall, receptions, civic festivals, etc.

3. When due to unanticipated extensions of shows, exhibits, etc. in Civic Auditorium and Brooks Hall.

Average annual expenditure 1956-61 = $390
Plus estimated 10% increase over 5 yr.average = 39
$429

B — Allowance for Holidays

To pay personnel who are required to work holidays.

For services of operating engineers, watchmen, janitors and elevator operators required to work holidays, to keep the necessary and normal City functions in operation at City Hall, Civic Auditorium, Health Center Bldg., Central Emergency Hospital, Civic Center Power House, D.P.W. Maintenance Yard, Hall of Justice, and District police stations.

Change in amount is caused by variables beyond our control, including, 1) Salary increases 2) Holiday observance varies as to weekday or Saturday, and/or the day off of shift personnel such as watchmen, etc.

Monthly Allotment

Rate =	3.25 hr. Elev. Oper.	27.36 day Janitors	30.16 day Wk.Fan. Jan.	35.84 day Jr.Oper. Engr.	40.48 day Oper. Engr.	50.48 day Ch.Oper. Engr.	42.48 day Supvr. Janitors	26.04 day Watch-man	Amount
1962									
July 4	-	-		6	5	-	-	6	$ 573.68
Sept. 3	-	4	1	6	5	-	-	6	713.28
Sept. 10	-	4	1	6	5	-	-	6	713.28
Oct. 12**	-	5	1	6	5	1	1	5	807.48
Nov. 6**	-	1	1	6	4	1	1	5	697.56
Nov. 12**	-	5	1	6	4	1	1	5	767.00
Nov. 22	-	-	-	6	5	-	-	6	573.68
Dec. 25	-	-	-	6	4	-	-	6	533.20
1963									
Jan. 1	-	1	-	6	4	-	-	6	560.56
Feb. 12**	-	1	-	6	4	1	1	5	697.56
Feb. 22	-	4	1	6	4	-	-	6	673.80
Apr. 12•	6•	-	-	6•	6•	-	-	-	70.74
May 30	-	1	-	6	4	-	-	6	533.56
									$ 7,937.22

**Per diem work day

• Good Friday: time in hours

250

ITEM

A Extended Work Week

To provide funds for 1 elevator operator required to work 4 hours on Saturday throughout the year. For the convenience of the public, elevator service is provided on Saturday morning in the City Hall (Judges, attorneys, patrons of Law Library, etc.)

C-52 Elevator Operator — $\frac{\text{O.T.Rate}}{3.25 \text{ hr.}} \times 4 \text{ hrs.} \times \frac{\text{Saturdays '62-'63}}{51} = \$663$

B TEMPORARY SALARIES (Vacation, Sick Leave & Holiday Relief)

To pay personnel who replace essential positions which must be filled, such as watchman and operating engineers off on vacation and/or sick leave. Also, replacement of elevator operators off on sick leave. (Not ordinarily replaced on vacation, and replaced on sick leave only when services would otherwise be seriously curtailed).

These positions must be replaced to keep the necessary normal City functions in operation at the City Hall, Civic Auditorium, Health Center Bldg., Central Emergency Hospital, Civic Center Power House, Maintenance Yard, 2323 Army St., and the Hall of Justice. Request is based on annual average expenditures for temporary salaries for past 3 years, which average has been $12,974 per year. (5 year average is $10,263). In each of these previous years it has been necessary to request a supplemental appropriation to provide these services despite the fact that replacements were provided only for those positions which had to be replaced to keep vital City functions in continuous operation.

The necessity of appropriated funds for unforeseen emergency replacements is, therefore, an actuarially predictable need. Ignoring of this stark reality only leads to requests for emergency supplemental appropriations when the need is most acute, a procedure which is both expensive and time-consuming. Total temporary salaries for this purpose during the preceding fiscal year was only .013% of our budgeted salaries and wages for building maintenance, and is felt to be an irreducible minimum. Estimated: $12,974.00

To provide funds for replacement of janitors on sick leave or vacation, but only where conditions are acute or of an emergency character. Total replacement of anticipated days lost would cost in excess of $47,000 annually.

Explanation chart indicates an average 9.6% of our janitorial staff lost per day during fiscal year 1960-61, which closely parallels findings for all previous years. Efficient, or even adequate, janitorial service is impossible without replacement of lost personnel in at least the most urgent instances. The amount requested is but an approximate 1% of our janitorial payroll. Estimated: $3000.00

MAN-DAYS LOST - JANITORIAL PERSONNEL 1960-61

MAN-DAYS LOST ACC'T.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Sick Leave W/Pay	37	10½	7½	20	53	68	45	25	69	60	77	42½	675
Sick Leave W/O Pay		0	3	3		5		4			4	4½	24
Leave	4	2	1	3	6	1	1	1		2	5	5	31
Absent W/O Leave				21							1		22
Vacation	139	157½	117	113	57	37	44	16	32	38	104	146	1000½
Position Unfilled	23	28	29	23	13	24	4				4		148
Suspended													
Compensation			7				4						11
Death Lv. W/Pay	2			1	1	2	2				3		11
Military Lv. W/Pay		10		6	4								20
Military Lv. W/O Pay	9												9
Jury Duty													
Total	214	30½	231	190	134	137	100	46	101	100	198	198	- 1951½

253 work days in 1960-61,
so 253 / 1951.5 = 7.7 Men absent per day (average)

Total janitors, including supervisors = 80
9.6% staff lost per day
80 / 7.71

ITEM

A Holiday Allowance for 10 Plumbers @ 16½¢ per hour for 252 days per Union Agreement

B Holiday Allowance for 7 Steamfitters @ 16½¢ per hour for 252 days per Union Agreement

C Temporary Wages

Funds requested in lieu of additional budgeted employment, but to provide additional building trades services when urgently needed, and beyond capacities of present permanent staff mechanics. Supplemental and temporary help on this basis alleviates the need of requesting permanent budget employments.

Request is based on total estimated cost of average building trade mechanic for 120 days, as and when needed, but increased by .0482% over previous year, predicated on recent pay scale increases.

Allowance 1961-62	$3733.00
Estimated increase of 0482% over 1961-62 = $3733.00 x .0482%	180.00
	$3913.00

D Holiday Allowance for General Foreman Plumber and General Foreman Steamfitter @ 21½¢ per hour per Union Agreement

E Holiday Allowance for General Foreman Sheetmetal Worker on basis of 1% of gross wages per Union Agreement

F Carfare & Telephone Expense

To provide for authorized carfare and telephone expense incurred by budgeted employees engaged in City business, including mechanics and janitors.

Request based on average of actual annual expenditures for previous 5 years, or $262.

G Sweeper Service (Hall of Justice)

To provide weekly mechanical sweeper service in parking lot.

Vehicle parking for 799 cars, both public and private, is provided at the new Hall, covering an area of 127,500 sq.ft. There is an additional 69,350 sq.ft. comprising approaches, sidewalks, etc. Hand sweeping of areas this size would be prohibitive in cost.

Estimate provided by Bureau of Street Cleaning, based on known costs to date.

H Recapping Tires P/S

To provide tire and tube repairs and recapping service for City-owned automotive equipment assigned to Bureau. Estimate based on currently appropriated amount.

I Install Smog Device P/S

State law requires that cars and trucks be equipped with a device to return crankcase ventilated discharges back to the engine for recycling.

Cost of installation $15.95 Each
Maintenance 5000 mi. 2.25 "
Total cars & trucks 62
62 x $18.20 = $1128.40

ITEM

A Repairs to Automotive Equipment P/S

Request based on: 1) Actual costs and mileages for Bureau vehicles during preceding 3 years, with estimated costs projected from such data 2) Garage mechanics wages during the period of July 1, 1960 to July 1, 1962 will be increased by 11.3%. Estimate arrived at under 1) above, is therefore increased by half this amount or 5.65%.

No. Vehicles		*Est.Miles per Unit		**Cost of Repairs per Miles Travelled	Estimated Cost, 1962-63
46 Trucks	x	5857	x	$.023413	$ 6307.98
16 Passenger Cars	x	7173	x	.016236	1863.37
6 Portables				*** 127.16	762.96
					8934.31
				plus 5.65%	504.79
					$ 9439.10

*Based on average annual mileage over 3 years, 1958-61.
**Based on actual average cost per vehicle for total mileage entire fleet (456,630 truck miles; 216,216 car miles)
***Actual average annual expenditure per unit during period 1958-61, gas driven compressors, mixers, etc.

D Painting Automotive Equipment. (This item was transferred to the Purchaser of Supplies during the fiscal year 1961-62, but is not to be transferred during 1962-63).

To provide for painting of automotive equipment, necessary to prevent accelerated deterioration with consequent greater costs and property depreciation, and also to maintain presentable appearance.

Estimate based on following requirements:

Repaint 8 small trucks @ 100.00	=	$800.00
Spot paint 25 trucks & 12 cars		400.00
		$1200.00

We have 46 trucks, 16 passenger cars, and 15 pieces of specialized equipment--all of which should be given preventive maintenance in the form of paint, as well as by proper lubrication and mechanical upkeep. $1200.

C Maintenance-Small Equipment

To provide funds for repair of miscellaneous small equipment assigned to Bureau, including fire extinguishers, floor polishers, scrubbers, vacuum cleaners, etc.

Estimate made on basis of previous annual expenditures and currently appropriated funds.

D Blueprinting - Reproduction P/S

To provide blueprinting and reproduction services for maintenance and repair services, and for survey data of engineer-architectural division.

The required blueprinting, photography and reproduction service is essential to our preventive maintenance program. Detailed records are required for preparation of budget estimates, and for printing of ratings, etc.

Average yearly requirement over 5-year period has been $652. Estimated requirement for 1962-63 $500.00

E Heat, Light & Power P/U

To provide for necessary utilities. Amount requested by Bureau of Heat, Light & Power
2323 Army St.
1765 California St.

74

ITEM

A Towel Service -- To provide continuation of present 253 hand towel services, as itemized in current contract.
Request based on current contract costs of $2.10 per service per month.

B Mop Service -- To provide chemically treated mop cover services for janitorial staff.
Request based on contract costs of present year. Increase over preceding year was caused by adoption of this service on a greatly expanded scale, due to universal satisfaction with it during its trial period in our various civic buildings.
Based on 1,289,000 sq.ft. of maintained area, usage has been estimated as follows:

15,934 small cloths @ $.115 each	=	$1832.41
3,983 large " @ .23 "		916.09
		2748.50

C Scavenger Service - P/S -- To provide scavenger service for civic buildings under contract.
Estimate based on known costs of existing contracts for buildings presently serviced, plus projected increased costs for contracts to be negotiated for new services at new Hall of Justice and 450 McAllister St. (Present contract runs until 6-30-62; it is anticipated that subsequent costs will be increased by 5%).

Presently contracted services = $4708 plus 5% = $4944

Increased and new services @ Hall of Justice & 450 McAllister = 3480
$8424

D Window Washing - P/S -- To provide window washing service for civic buildings as listed in detail.
Estimate based on present contract costs, plus an anticipated 5% increase. (Reduction over previous year due to streamlining of cleaning procedures and the absorbing of additional duties by present staff.)

150 Otis St.
Washing as specified = 760.24 plus 5% = $798.26

E Equipment Rental (Venetian Blind Cleaner) -- For initial installation and rental charges on venetian blind cleaning machine.
Intended for use in maintenance cleaning of venetian blinds at City Hall, Hall of Justice, San Francisco Hospital, Laguna Honda Home, 101 Grove, 585 Bush, 450 McAllister, 150 Otis, 2323 Army St., and other buildings as required. Production cleaning rate estimated at 100 plus blinds per shift. (Optimum rate estimated at 2½ per hour.)
Also to be used for cleaning of fluorescent fixture diffusers and other glass as suitable.

Initial installation (non-recurring)	=	$1500.00
Annual rental & maintenance charges	=	480.00
		$1980.00

F Auto Mileage - Employee's Cars -- To provide funds for use of employee cars on City business where public transportation is impractical, due to delays or location.
Average yearly expenditures over the preceding 5 years has been $566.00
Used by building trades mechanics for transport to and from County Jail at San Bruno, as well as by janitors serving various police stations, etc.

ITEM

A General Building Repairs -- To provide funds for materials and supplies for budget mechanics assigned to the general maintenance and repair of civic buildings.

In view of rising prices in all categories of materials and supplies, we are requesting a 1½% increase over the current appropriation.

B Tires & Tubes -- To provide funds for new tires and tubes for City vehicles assigned to Bureau.

Estimate based on average annual expenditures of preceding three years ($749) plus 10%, due to anticipated cost increases during the coming year and as a compensatory factor for price increases during the past three years.

C Gasoline & Oil P/C -- Estimate based on: 1) mileage estimates taken from actual average miles per vehicle over 3-year period. 2) Known gas and oil costs for this period reduced to gas-oil cost per vehicle mile. 3) For equipment such as concrete mixers, welders, compressors, etc., for which no mileage is relevant, actual average annual cost over 3 year period is used. 4) Number of vehicles used reflects anticipated increase in 1962-63. 5) Gasoline cost assumed to remain constant at present $.1755 per gallon.

No. Vehicles		Average Annual Miles		Gas-Oil Cost per Mile	
46 Trucks	@	5857	x	.018304	$ 4931.50
16 Cars		7173	x	.012939	1484.98
6 Portables		--		*85.54	513.24
				Requested by Department	$ 6929.72
				Approved by Chief Administrative Officer	$ 6600.00

*Average annual gas-oil cost per unit (1958-61)

For concrete mixers, air compressors, welders, etc.

D Small tools purchased in 1961-62 for operation at the new Hall of Justice. Non-recurring item.

ITEM
A

Janitorial Supplies -- To provide janitorial supplies for maintained areas in civic buildings totalling 1,289,000 sq.ft.

Estimate based on:

1. Janitorial materials and supplies for presently maintained areas has averaged an annual $.0145 per sq.ft. for preceding 3 years (1958-61).

2. Addition of 450 McAllister, and two new floors at 150 Otis St. for Public Welfare increases previous year's work by 63,000 sq.ft.

3. Projected cost per sq.ft. for 1962-63 is increased by 10% over known costs for fiscal years 1958-61 (Estimated increase at rate of 3-1/3% per year) $.0145 plus 10% equals $.01595 sq.ft.

4. $.01595 x 1,289,000 sq.ft. equals $20,559.55

On Hand & Rec'd.	On Hand	Expended
1955-56 $14,298.81	6-30-56 $3,722.23	1955-56 $10,567.08
1956-57 $14,314.10	6-30-57 $4,223.00	1956-57 $10,691.10
1957-58 $15,749.83	6-30-58 $4,395.88	1957-58 $11,353.95
1958-59 $16,842.72	6-30-59 $4,147.37	1958-59 $12,695.35
1959-60 $16,847.25	6-30-60 $4,369.85	1959-60 $12,477.40
1960-61 $17,432.20	6-30-61 $3,741.42	1960-61 $13,690.78

B

Fuel Oil -- To provide standby fuel oil for Civic Center Power House & Hall of Justice.

1) Civic Center fuel oil estimate is based on the requirement of the contractual gas rate schedule which obliges us to operate on fuel oil upon 1 hour's notice. Length of such operation is not predictable, being dependent on weather conditions, but is estimated at one tank filling. 2) Hall of Justice requirement is figured on the same basis as in 1) above. 3) Hall of Justice diesel oil requirement is based on necessity of standby generator operation in case of power failure, when emergency light and power must be immediately available in security areas, and is also based on one tank filling.

1) Civic Center (1 filling)	= 700 bbls.	@ $3.179 bbl	(PS300)	$2225.30
2) Hall of Justice (1 filling)	476 "	@ 3.179 "	(PS300)	1513.21
3) -Do (1 ")	4000 gals. Diesel Oil	@ $.108	(PS200)	432.00
				$4170.51

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ITEM

New Equipment - In line with our continuing program of increasing and improving janitorial operations to the greatest extent possible, our requests this year again emphasize acquisition of equipment in furtherance of this aim. Areas presently maintained total 1,289,000 sq.ft., an increase during the year of 63,000 sq.ft. It will be noted that our requested amount for contractual services for window washing has again been reduced in anticipation of optimum usage of such new equipment. (1960-61 appropriation was $2754, present appropriation was reduced to $1794, while the requested amount for 1962-63 is now but $799).

No objective appraisal can be made of the value or worth of increased standards of cleaning operations nor of estimated savings in connection therewith, but it is felt that our general level of janitorial building maintenance of recent date has been raised to the mutual benefit of all concerned.

1 Aluminum extension ladder, 24 ft.	50.00
1 Ladder, 18' wooden, 3 section window washers	24.00
1 Stepladder, aluminum, 10', with pail shelf	28.00
1 Ladder, wood, 10' window washers, tapered top	19.00
1 Stepladder, aluminum, 6', with pail shelf	16.00
1 Telescoping work platform, 24 ft., aluminum	700.00
12 Light weight vacuum cleaners	453.00
1 Gas driven sweeper, 2½ HP, 37" width	580.00
10 16" diameter floor buffing machines	2890.00
	4760.00

B — 5 Ladders (various, as listed), are for use in our proposed extension of window washing operations. Deletion of the previously required contractual services will result in estimated annual savings of over $1500.00

C — 1 Telescoping work platform, 24 ft. For use in various city buildings when necessary to work at heights up to 31' (certain window washing operations, lamp changing, misc.maintenance, etc.)

D — 1 Gas driven sweeper, 37" width. To provide motorized sweeping of sidewalk and pedestrian areas at new Hall of Justice, and cut down on excessive broom wear and hand labor on these areas.

E — 12 Light weight vacuum cleaners. For use in general upgrading of cleaning levels. A review of cleaning operations in various large downtown buildings illustrates the value of these small cleaners in integrated use with the large commercial variety.

F — 10 - 16" diameter floor buffing machines. During the previous year we have initiated new floor maintenance techniques in the City Hall and Hall of Justice, the success of which makes it extremely desirable to extend it to the other buildings maintained by us. Our present inventory of 3-23" machines, 3-16", and 3-12", is adequate only for the areas now done by the new method. The requested 10 new machines will be distributed for optimum usage in 16 additional buildings, and where practical, carried to areas of infrequent use in our janitorial maintenance truck.

G — 1 less work day in 1962-63 than in 1961-62.

H — Traffic Painting
Overtime - To provide funds to pay painters who are required to work overtime on Sunday for traffic painting.

Sunday traffic painting is required only on streets in the business district where otherwise it would not be feasible to paint traffic striping guide lines and crossings due to congested traffic conditions.

6 Painters x 62.72 x 10 days	= 3763.20	Bus zones & school crosswalks
6 " x 62.72 x 46 "	= 17310.72	Traffic striping
2 Fmn.Painters x 66.72 x 46 days	= 6138.24	Crosswalks & guide lines
Requested by Department	27212.16	
Approved by Chief Admin.Officer	$ 26000.00	

Form 4880

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - BLDG.REP. — Index Number 417 — Sheet Number 10

ITEM

A **Traffic Painting** - Vacation & Sick Leave Relief

To provide funds for vacation and sick leave relief for painters assigned to traffic painting.

Budget requirements based on traffic painting work program.

To provide vacation relief			
18 Painters	3 wks. 270 days @ 31.36	$ 8467.20	
3 Fmn.Painters	3 " 45 " @ 33.36	1501.20	
			9968.40
To provide sick leave			
18 Painters	7 days x 18 = 126 days @ 31.36	3951.36	
3 Fmn.Painters	7 " x 3 = 21 " @ 33.36	700.56	
			4651.92
	Requested by Department		14620.32
	Approved by Chief Admin.Officer		9000.00

B **Traffic Painting** - Contractual Service

Repairs to Auto Equipment

To provide repairs for City-owned automotive equipment assigned to Traffic Painting. Based on trend of previous expenditures.

1959-60	$2483
1960-61	3898
1961-62	3215

C **Recap Tires** - To provide tire and tube repairs for City-owned automotive equipment assigned to traffic painting. No increase in previous allowances.

D For the installation of crankcase blow-by devices - Traffic Automotive Equipment:

Cost of installation	$15.95 ea.
Maintenance 5000 mi.	2.25 "
Total trucks	10

10 x $18.20 = $182.00

E **Repairs to Spray guns, Stencils, Guards, etc.** - To provide funds for repairs to paint spray guns, compressors, stencils, traffic guards, etc. used in traffic painting. No increase in previous allowances.

F **Medical-Hospitalization** - To provide funds for medical care and hospitalization for employees assigned to traffic painting who are injured on the job. No increase in previous allowances.

G **New Tires & Tubes** - To provide new tires and tubes for City-owned automotive equipment assigned to traffic painting. Based on trend of previous allowances.

ITEM

A Paint - To provide paint for traffic striping, curbs and crosswalks.
Increase due to use of paint remover instead of burning for necessary improvement in traffic line eradication and preservation of asphaltic surfaces.

B Brushes, Stencils, Sprayguns, etc. - Estimated requirements for fiscal year 1962-63

Brushes	$ 636.00
Stencils	375.00
Flags, bases, stems, Fuller balls, etc.	1613.00
Replacement parts for spraying equipment including air and paint hoses, sprayguns, etc.	386.00
	3010.00

C Gasoline & Oil F/S - To provide gasoline and oil for City-owned automotive equipment assigned to traffic painting.
Based on trend of previous allowances.

FORM 4190

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS-BLDG.REP.

BUDGET EXPLANATIONS

Index Number 417

FISCAL YEAR 1962-63

Sheet Number 13

MAINTENANCE & REPAIR OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION		ESTIMATED COST	TOTAL
A	0	CITY HALL	For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	$ 40,000	$ 40,000
B	1		Repairs to fluorescent light fixtures in various offices.	1,400	
	1		Repairs to defective marble floors in building corridors.	1,500	
	1		Repairs to electrical wiring in Rm. 19 in basement (remove obsolete switchboard and consolidate circuits).	750	
	2		Essential miscellaneous maintenance painting in Public Toilet Rooms, Corridors, Lobbies and other public spaces-required to preserve the value of the building.	8,000	
	2		Paint interior and exterior metalwork of all ventilating fan housings-rusting.	1,800	
	2		Repair roof leaders at Civic Center Power House to eliminate flooding of power house during heavy rains.	1,600	
	2		Repair leaking radiators in Main Lobbies.	750	
	2		Repairs to Johnson Control System for building heating system.	1,800	
	4		Required maintenance and repairs to venetian blinds in various offices.	1,500	
	4		Required maintenance painting of interior walls and ceilings of following areas: Courtrooms and chambers of Depts. 3 and 7 (Superior Courts); Parking Meter Collecting Room; Rms. 1 and 2 in City Attorney's Office; Rooms 358 and 368H and Hallway of Rm. 351 and ductwork in Rm. 368G; 460 McAllister St.	7,970	
	4		Municipal and Superior Courts: Paint miscellaneous Judges' Chambers, Anterooms and Courtrooms as necessary because of new occupancy of quarters as a result of transfers (Muni Court: $2000; Superior Court: $2000)	4,000	
	8		Maintenance painting of interior walls and ceilings of following areas: Municipal Courts: Courtrooms, Judge's Chambers and Anterooms of Departments 2-4-5-6-7 and 8 and Rm. 305; Superior Courts: Courtroom and Chambers of Dept. 20 and chairs in Courtrooms 402-403-411-418 and 426; mezzanine in Recorder's Office; Rms. 3-4-5 and 6 in City Attorney's Office and Rooms 351 and 361 in City Engineer's Office.	17,900	
	8		Repair linoleum floor covering in Room 204 at 45 Hyde Street.	1,850	56,820
C	2		Repairs to main ventilating system supply and exhaust fans in basement--replace worn bearings.	2,800	2,800

(579)

MAINTENANCE & REPAIR OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION		ESTIMATED COST	TOTAL
A		Various	Inspection-Maintenance Service - Elevators, Escalators		

Estimate based on current contract costs, plus anticipated 4.5% annual increase. (Each year contract costs have risen due to escalator clauses tied to Bureau of Labor Statistics Labor and Material indices.)

Elevator Maintenance Service Contracts

Location	No. Elevators		Amount Per Month	Annual Amount
San Francisco Hospital	11		396.00	4752.00
-do	3		211.77	2541.24
-do	1		124.98	1499.76
-do	1		103.91	1246.92
-do	1		108.50	1302.00
-do	4		34.00	408.00
Laguna Honda Home	7		825.25	9903.00
-do	2		172.00	2064.00
-do	2		196.51	2358.12
Hassler Health Home	3		88.40	1060.80
450 McAllister St.	4		207.15	2485.80
101 Grove St.	3		306.76	3681.12
Civic Auditorium	1		33.00	396.00
-do	2		186.87	2242.44
Public Library	3	(est.)	300.00	3600.00
-do	3	"	40.00	480.00
585 Bush St.	1		112.81	1353.72
150 Otis St.	3		110.90	1330.80
Youth Guidance Center	4		125.20	1502.40
No.Point Sewage Plant	2		19.21	230.52
Central Warehouse	1		8.00	96.00
Hall of Justice	10		1593.64	19123.68
	72			63658.32
		plus 4.5% -		2864.62
				66522.94

$ 66,523 $ 66,523

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS-BLDG.REP.

BUDGET EXPLANATIONS

Index Number 417

FISCAL YEAR 1962-63

Sheet Number 14

MAINTENANCE & REPAIR OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
A	0	ART COMMISSION (100 Larkin St.) For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	$ 200	$ 200
B	0	CITY PLANNING COMMISSION (100 Larkin St.) For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	1,200	1,200
C	4	Paint Drafting Room. Last painted about 1948.	900	900
D	0	DISASTER COUNCIL & CORPS For urgent, unforeseen, miscellaneous and routine maintenance and repairs to 4 Warden Service and Police Reserve Offices at various locations, based upon past experience.	1,000	1,000
E	0	FIRE DEPARTMENT For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience-56 buildings.	35,500	35,500
F	1	Miscellaneous maintenance and repairs, each specific job costing under $2000. Linoleum repairs ($460): Engine #43 & Truck #1; Kitchen cabinets and sinks ($2920): Engine #2, Engine #9 & Truck #1; Heating Systems ($2250): Engine #11 & Truck #1; Driveways ($650): Engine #35.	6,280	
	2	Required maintenance painting of exterior woodwork and metal work at the following locations: Engine Cos. #25-26-29-46, Oak Street Depot and the Fire College.	6,670	
	2	Miscellaneous maintenance and repairs, each specific job costing under $2000. Engine Co. #21 retaining wall ([illegible]); Engine [illegible]; Drill [illegible] #30 waterproof [illegible] tower ($3[illegible]; Engine Co. #47 window screens ($410).	1,960	
	3	Miscellaneous maintenance and repairs, each specific job costing under $2000. Engine #39 gasoline supply system ($1800) and Jerrold Ave. Pipe Yard chain link fence, ($1100).	2,900	
	4	Required maintenance painting of interior walls and ceilings and repairs to damaged and cracked plaster at the following Engine Companies: #2-#5-#9-#10-#17-#21-#25-#26-#27-#29-#34-#44 and Old Engine #40.	12,930	
	4	Miscellaneous maintenance and repairs, each specific job costing under $2000. Repairs to floor coverings ($2400): Engine #10-#24-#32-#37-#42-#43, Jerrold Ave. Pipe Yard and Fire Dept. Headquarters in the City Hall; shower floor and wall at Engine #7 ($700) and drainage in rear yard at Engine #19 ($700).	3,800	
	6	Miscellaneous maintenance and repairs, each specific job costing under $2000. Engine #26 retaining wall ($440); Engine #44 clean air ducts ($340) and Old Engine #40 water piping ($1900).	2,680	

MAINTENANCE & REPAIR OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
F (Con'd)	8	FIRE DEPARTMENT (Cont'd.) Maintenance painting of interior walls and ceilings and repairs to damaged and cracked plaster at the following Engine Companies: #4-#5-#6-#11-#12-#13-#20-#27-#30-#38-#39-#40-#41-#44-#45-#46-#48, Truck Co. #1, Pumping Station #2, Jones St. Tank, Fire College and the Bureau of Equipment.	33,710	
	8	Miscellaneous maintenance and repairs, each specific job costing under $2000. Linoleum repairs ($1550): Engine #2 and Bureau of Equipment Washroom floors ($1050): Engine #38 and Truck #1; Concrete repairs ($980): Engine #39 and Engine #46; Toilet Rm. walls ($1000): Engine #33; Cornice ($450): Old Engine #10.	5,030	74,860
A	1	Repair leaking concrete underground cisterns. Continuing project.	15,000	15,000
B	0	POLICE DEPARTMENT For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience for 7 District Stations, Golden Gate Park Stables and the Pistol Range.	10,250	10,250
O	2	Pistol Range: Paint firing line area.	1,750	
	4	Mission Station: Paint Assembly & Locker Rooms. Last painted about 1950.	1,900	
	4	Park Station: Paint Assembly Room and both Toilet Rooms-very dirty. Last painted about 1948	1,750	
	4	Potrero Station: Paint Lieutenant's, Warrant & Booking Offices, Cell Area and 1st Floor Toilet Rm.-very dirty. Last painted about 1947.	1,850	
	8	Taraval Station: Paint Captain's and Clerk's Offices, Assembly Rm. and 1st Floor Toilet Rm. Last painted about 1948.	1,750	
	8	Pistol Range: Paint Spectators' Area. Last painted about 1946.	1,800	10,800
D	0	PUBLIC WELFARE DEPT. 585 Bush Street For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	5,250	
	0	170 Otis Street For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	2,000	7,250
E	4	585 Bush Street Maintenance painting of miscellaneous offices and corridors.	4,000	4,000
F	0	Single Men's Rehabilitation Center - Redwood City For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	4,000	4,000

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS-BLDG.REP. — Index Number 417 — Sheet Number 16

MAINTENANCE & REPAIR OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
		SHERIFF-COUNTY JAILS #2 & #4		
A	0	For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	$ 30,000	$
	1	Miscellaneous maintenance and repairs to cell door locks. Based on past experience. (Total of 640 cell door locks).	3,000	33,000
B	1	Repair defective operating mechanisms on 30 louver type windows in Jail #2.	1,100	
	1	Repair main steam line between Jails #2 & #4-badly corroded.	1,900	
	2	Repair defective light fixtures in Jails #2 & #4.	1,750	
	2	Repair flushometer stops in Jails #2 & #4 (continuing project).	1,960	
	2	Repair walls of shower room in Jail #2-plaster badly water damaged.	1,550	
	2	Repair steam traps on all radiators in Jails #2 and #4.	1,720	
	8	Repair water lines in lawn area of Jail #2.	930	10,940
C	1	Required repairs to 2 passenger elevators in Jail #2 (replace worm and gear on hoisting equipment of north elevator, etc.)	9,930	9,930
D	2	Repair tar and gravel roofs of Jail #2.	3,460	3,460
		YOUTH GUIDANCE CENTER		
E	0	For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience-15 buildings.	32,750	32,750
F	2	Repair insulation on Kitchen ventilating system in Boiler Room.	1,800	
	4	Required maintenance painting of interior walls and ceilings of Childrens' and Girls' Cottages and Boys' and Girls' Craft Shops.	8,000	
	4	Paint exterior concrete walls of Childrens' Cottages.	1,900	11,700
		Log Cabin Ranch		
G	0	For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience-16 buildings.	14,000	14,000
H	8	Paint interiors of 3 Staffhouses.	1,850	1,850
		DEPT. OF ELECTRICITY		
I	0	For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past exp. rience-5 buildings.	4,000	4,000
J	8	Repairs to doors and steel framing of garage building.	1,850	
	8	Maintenance painting of interiors of plant buildings and exterior of garage.	5,000	6,850

Form 0880

C CITY & COUNTY OF SAN FRANCISCO
Department, Board or Commission. PUBLIC WORKS-BLDG.REP.

BUDGET EXPLANATIONS

Index Number 417 Sheet Number 17

FISCAL YEAR 1962-63

MAINTENANCE & REPAIR OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
A	0	AGRICULTURAL COMMISSION (Farmers' Market) For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience - 3 buildings.	$ 1,000	$ 1,000
B	0	REAL ESTATE DEPT. (Civic Auditorium & Brooks Hall) For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	15,000	15,000
C	0	RECORDS CENTER (150 Otis Street) For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience (includes Twin Peaks Tunnel Vault).	1,300	1,300
D	0	REGISTRAR OF VOTERS (Voting Machine Warehouse) For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	2,000	2,000
E	0	PURCHASER (Shops & Warehouse) For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience - 6 buildings.	9,250	9,250
F	0	PUBLIC WORKS (Miscellaneous) Hall of Justice (New) For urgent, unforeseen, miscellaneous and routine maintenance and repairs based upon past experience.	20,000	20,000
G	0	Maintenance Yard (2323 Army St.) For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.- 9 buildings.	12,000	12,000
H	0	150 Otis Street For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience - 2 buildings.	13,000	13,000
I	0	450 McAllister Street For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	12,000	12,000
J	0	Pumping Stations For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience - 15 stations.	5,000	5,000
K	?	Maintenance painting required at 15 Pumping Stations to prevent serious deterioration of the buildings and equipment due to the corrosive atmosphere. Based on past experience.	3,500	3,500

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Form 4190

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS-BLDG.REP. — Index Number 417 — Sheet Number 18

MAINTENANCE & REPAIR OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
		PUBLIC WORKS (Misc.-Contd)		
		Sewage Treatment Plants		
A	0	For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience (North Point $6800 - 10 Bldgs., Richmond-Sunset $10,000 - 7 Bldgs.; Southeast $8500 - 18 Bldgs.)	$ 25,300	$ 25,300
B	1	Miscellaneous maintenance and repairs, each specific job costing under $2000: North Point: Repair gratings at Grit Tanks ($650); Richmond-Sunset: Repair pipe hangers ($1050) and light fixtures ($900) in Sedimentation Bldg.; Southeast: Repair ductwork in Headworks Bldg. ($1850).	4,450	
	2	Miscellaneous maintenance and repairs, each specific job costing under $2000: North Point: Repair lighting circuits in Pretreatment Bldg. ($500) and vent ductwork in main sumps of Admin.Bldg. ($1800); Richmond-Sunset: Repair spalled and chipped concrete throughout plant ($800) and regalvanize floor gratings in Pretreatment and Sedimentation Bldgs. ($1400); Southeast: Repair 7 aluminum clad doors in Sedimentation and Elutriation Bldgs. ($1960).	6,460	
	7	Southeast: Repair laboratory bench tops and sinks.	1,100	
	8	Richmond-Sunset: Sandblast painted areas in Sludge Withdrawal Rm. ($800) and repair glass block wall in Digester Control Bldg. ($300).	1,100	13,110
C	2	Essential maintenance painting of piping, equipment and metalwork in Pretreatment and Sedimentation Bldgs. and on exteriors of buildings. Required to prevent corrosion of metal. (North Point: $8000; Richmond-Sunset: $8000; Southeast: $8000).	24,000	24,000
D	8	Paint exterior concrete walls of all buildings at North Point ($10,000) and Southeast ($10,000) Treatment Plants.	20,000	20,000
		Street Cleaning - 19th Ave. Garage		
E	0	For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	1,000	1,000
		PUBLIC HEALTH DEPT.		
		Health Center Bldg. (101 Grove St.), Health Centers & Clinics		
F	0	For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience- 12 buildings.	24,000	24,000
G	4	Maintenance painting of miscellaneous rooms at 101 Grove Street.	1,100	
	8	Maintenance painting of miscellaneous rooms at 101 Grove St. and at Alemany, Sunset and Northeast Health Centers.	10,550	
	8	Linoleum re[illegible]s at 101 Grove St. and Alemany Health Center.	1,500	[illegible]
H	9	101 Grove St.: Steam clean [illegible] of buildings.	28,000	[illegible]

Form 4060

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: PUBLIC WORKS-BLDG.REP. — Index Number 417 — Sheet Number 19

MAINTENANCE & REPAIR OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
		PUBLIC HEALTH DEPT. (Contd)		
A	0	Adult Guidance Center (150 Otis St.) For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	$ 1,000	$ 1,000
B	0	Venereal Disease Clinic (33 Mint St.) For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience.	1,500	1,500
C	8	Renew floor covering on 1st and 2nd floors.	5,000	5,000
D	0	Emergency Hospitals For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience - 5 buildings.	6,000	6,000
E	8	Maintenance painting of miscellaneous rooms at Alemany and Central Emergency Hospitals.	2,050	2,050
F	0	Hassler Health Home For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience - 18 buildings (includes repairs to 3 elevators and repairs to road exclusive of access roads).	45,360	45,360
G	0	Laguna Honda Home For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience - 39 bldgs.	96,500	96,500
H	?	Maintenance painting by traffic painters during rainy weather. Interior painting in buildings within a total floor area of 35,000 sq.ft.	21,000	21,000
I	0	San Francisco Hospital For urgent, unforeseen, miscellaneous and routine maintenance and repair based upon past experience - 33 bldgs.	102,000	102,000
J	?	Maintenance painting by traffic painters during rainy weather. Interior painting in buildings within a total floor area of 35,000 sq.ft.	21,000	21,000

FORM 6250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS-BLDG.REP.

BUDGET EXPLANATIONS

FISCAL YEAR 1962-63

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MAINTENANCE & REPAIR OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
		PUBLIC LIBRARIES		
A	0	For urgent, unforeseen, miscellaneous and routine maintenance and repairs, based upon past experience - Main Library, 45 Hyde St. and 25 Branches.	$ 49,800	$ 49,800
B	2	Essential maintenance painting of exterior wood trim at 45 Hyde St.	6,700	
	4	Required maintenance painting of interior walls and ceilings and refinishing linoleum floors at the following locations: Main Library, 45 Hyde Street and Golden Gate Branch Library.	8,810	
	8	Maintenance painting of interior walls and ceilings at Bernal and Potrero Branch Libraries.	2,650	
	8	Repairs to linoleum and asphalt tile floors at the Main and Potrero Branch Libraries.	2,100	19,760
C	8	Steam clean exteriors of following Branch Libraries: Anza, Golden Gate Valley, Richmond and West Portal.	10,800	10,800
D	1	Repairs to 2 passenger and one freight elevators--required to maintain essential elevator service at the Main Library. (Engineering: $1000 Construction: $13,500) Inspection: $500)	15,000	15,000

REPLACEMENT & RECONSTRUCTION OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
		PUBLIC WORKS		
		City Hall		
A	1	Replace overloaded electrical feeders and panel board to Panel H-G.	$ 980	
	1	Replace overloaded electrical feeders to Panel H-2.	1,300	
	1	Replace overloaded electrical feeders and panel boards to Panels I-2, I-3 & I-4.	1,580	
	1	Replace defective travelling cables on 3 elevators.	1,900	
	2	Replace corroded boiler feed water piping in Civic Center Power House.	1,890	
	2	Replace corroded cold water risers Nos. 301-302-303.	1,840	
	2	Replace corroded water lines to 2 drinking fountains in Rm. 317 (County Clerk).	800	
	2	Recorder's Office: Replace urinals, drains, vents and water piping in Mens' Rest Room in basement. Existing urinals cracked and crazed, drain collars corroding, urinal vents and water piping rusting.	1,780	
	3	Replace lighting in Rooms Nos. 61A and 62 of Testing Laboratory. Existing lighting inadequate.	1,950	
	3	City Attorney's Office: Replace lighting in Offices Nos. 1-2-3-4, corridors and Mens' Toilet Room. Existing lighting inadequate, ranges from 15 to 20 foot candles; recommended foot candles: 50.	1,800	
	3	Mayor's Office: Replace lighting in Administrative Assistant's Office in Room 205. Existing lighting inadequate, 30 foot candles on desk tops; recommended foot candles: 50.	500	
	3	Superior Court: Replace lighting in Chambers, Anteroom and Hallway of Room 409 (Dept. 14). Existing lighting inadequate, ranges from 15 to 20 foot candles; recommended foot candles: 50.	1,100	
	3	Superior Court: Replace lighting in Room No. 400 (Courtroom of Dept. 4). Existing lighting inadequate, ranges from 10 to 20 foot candles; recommended foot candles: 50.	1,800	
	4	Replace inadequate lighting in 6 elevator cabs.	260	19,480
B	2	Replace switchgear and wiring to floodlights located on roof of the City Hall. Existing 3-wire system overloaded resulting in excessive maintenance costs. (Plans: $900 Construction: $9000)	9,900	9,900
C	3	Finance & Records: Replace lighting in Main Floor & Mezzanine areas. Existing lighting inadequate, ranges from 10 to 20 foot candles; recommended foot candles: 50. (Plans $900 Construction: $10,800)	11,700	11,700
D	4	Replace incandescent lighting in 3rd floor corridors with modern fluorescent fixtures. Required to modernize lighting in these corridors. (Plans: $900 Construction: $8300 Inspection: $700)	9,900	9,900
		DEPT. OF CITY PLANNING (100 Larkin St.)		
K	3	Replace inadequate lighting in Stenographer's Room.	200	200

Form 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS-BLDG.REP.

BUDGET EXPLANATIONS

Index Number 417

FISCAL YEAR 1962-63

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REPLACEMENT & RECONSTRUCTION OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
		FIRE DEPARTMENT		
A	1	Replace overloaded electrical service and panels at the following locations: Engine #33 ($1870) Engine #36 ($1730) Engine #42 ($1750)	$ 5,350	
	1	Replace inadequate lighting in miscellaneous rooms or areas at the following locations: Engine #2 ($800) Engine #13 ($150) Truck #1 ($150) -do #5 ($200) -do #37 ($280) Pipe Yard ($350) -do #12 ($500) -do #43 ($380) City Hall ($1000)		
		Present illumination ranges from 10 to 20 foot candles at work areas; recommended foot candles: 50.	3,810	
	1	Replace Kitchen sinks and cabinets at the following locations: Engine #8 ($1400) Engine #43 ($1350) -do #10 ($1800) Truck #1 ($1200)		
		Existing facilities inadequate for the proper preparation of food and cleaning and storage of cooking and eating utensils and dishes.	5,770	
	1	Reconstruction of stairway entrances to dormitories at the following locations: Engine #10 ($1300) Engine #47 ($750)		
		Required to provide security to firemens' personal property at such times as the houses are unoccupied while the men are fighting fires.	2,050	
	1	Replace inadequate ventilating systems to Kitchens at the following locations: Engine #3 ($1100) Engine #48 ($330)	1,430	
	2	Reconstruct hose racks at the following locations: Engine #5 ($850) Engine #49 ($1200)		
		Required to eliminate accelerated deterioration of fire hose due to extreme exposure to weather.	2,050	
	3	Engine Co. #5: Relocate hose hoist on roof of firehouse; existing location unsuitable due to restaurant next door blocking alley with plants and shrubbery.	1,050	
	3	Jerrold Ave. Pipe Yard: Reconstruction of storage shed (foundations, flooring, roofing). Required to provide usable facilities for maintenance crews at this location.	1,900	
	5	Engine Co. #17: Replace screens in front windows of 2nd floor to eliminate mosquito nuisance.	450	23,850
B	1	Engine Co. #37: Replace main entrance doors to Apparatus Rm. Required to provide additional clearance to accommodate increased width of new piece of fire fighting equipment housed in this building. (Plans: $600 Construction: $3000 Inspection $400)	4,000	4,000
		SHERIFF - JAILS #2 - #4		
C	7	Replace 2" gas line from Jail #2 to Green House in Farm Area. Existing line badly corroded and now out of service.	800	800
D	5	Replace oil and gas burner and automatic control equipment on [illegible] oil burning equipment on #2 and #3 boilers at Jail #3. Required to eliminate [illegible] and provide oil burning equipment on #2 & #3 boilers. (Plans $1100 Construction $13,700)	14,800	14,800

C-2

Form 6.1.60

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: PUBLIC WORKS-BLDG.REP. — Index Number 417 — Sheet Number C-3

REPLACEMENT & RECONSTRUCTION OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
		LOG CABIN RANCH		
A	8	Remodel bathrooms in 2 staff houses.	$ 1,850	$
	8	Remodel kitchens in 2 staff houses.	1,700	
	8	Replace floor furnaces in 2 staff houses.	1,550	5,100
		PUBLIC WORKS (Miscellaneous)		
		150 Otis Street		
B	2	Replace badly corroded and defective metal sash windows on 2nd floor. (Plans: $1100 Construction: $10,950 Inspection: $550)	12,200	12,200
		Sewage Treatment Plants		
C	5	Richmond-Sunset: Remove unused valve in line to Sunset Pumping Plant.	400	
	7	-do- Replace filter frame for Pretreatment Bldg. Air Blowers so that disposable type filters may be used.	650	1,050
		PUBLIC HEALTH DEPT.		
		Health Center Bldg. (101 Grove St.)		
D	1	Replace lighting in following rooms: 1 Room 100 and inner office. ($ 800) 2 Rooms 113, 116, 118, 120 and sub-offices) ($ 1,250) 3 Room 330 and sub-offices. ($ 1,050) 4 Assistant Director of Public Health's Office ($ 150)		
		Existing lighting inadequate. Present illumination ranges from 8 to 20 foot candles; recommended foot candles: 50.	3,250	3,250
		PUBLIC LIBRARIES		
E	1	Replace electric entrance service and panels at the following branch libraries: Golden Gate Valley Branch: ($1,000) Mission Branch: ($1,200) Presidio Branch: ($ 950)		
		Existing service and panels inadequate to safely supply increased electrical load resulting from improving the illumination in the reading rooms.	3,150	
	1	Golden Gate Branch: Replace lighting in Basement Reading Room. Existing lighting inadequate, ranges from 5 to 14 foot candles on table tops; recommended foot candles: 50.	820	3,970
F	1	Chinatown Branch: Replace lighting in Adults' and Childrens' Reading Rooms. Existing lighting inadequate, ranges from 10 to 20 foot candles on table tops; recommended foot candles: 50. (Plans: $950 Construction $10,150)	11,100	11,100

Form 4290

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS-BLDG.REP. Index Number 417 Sheet Number C-4

REPLACEMENT & RECONSTRUCTION OF PUBLIC BUILDINGS
1962-63 Budget Items

ITEM	PRIORITY	LOCATION	ESTIMATED COST	TOTAL
		PUBLIC LIBRARIES (Cont'd)		
A	1	Noe Valley Branch: Replace lighting in Adults' and Childrens' Reading Rooms. Existing lighting inadequate, ranges from [illegible] to 15 foot candles on table tops; recommended foot candles: 50. (Plans, $[illegible] Construction, $[illegible])	$ 14,000	$ 14,000
B	1	Park Branch: Replace lighting in Main Reading Room. Existing lighting inadequate, ranges from 15 to 25 foot candles on table tops; recommended foot candles: 50 (Plans: $900 Construction: $10,400)	11,300	11,300

A 1 ACCOUNT CLERK - ADDITIONAL
The function of processing and issuing plumbing permits in all its phases has been transferred to this bureau. This includes an accounting of all accounts receivable due to changes in excess of the original permit. Last fiscal year, 16,641 plumbing permits were issued and fees in the amount of $110,808.00 were collected. So far this fiscal year, the number of permits has increased about 15%.

Processing these permits is an onerous and time consuming job and requires the full time of about one man and one half. We received no additional clerical help when these new duties were transferred to us. Next fiscal year we know that we will be confronted with the additional plumbing permits required for the millions of dollars of work that will be done in the Western Addition and Diamond Heights. We will not be able to handle it without this additional help.

B Annual salary increment

C 1 CLERK-TYPIST - ADDITIONAL

This bureau is now operating with eleven employees, the same number it had in 1953. In 1953-54 we processed and issued 25,785 permits. In the last fiscal year we issued 91,568 permits, an increase of approximately 250%. The following table will illustrate the extent of this increase.

Year	Permits Issued	Revenue Collected
1953-1954	25,763	$ 504,809
1954-1955	46,269	705,514
1955-1956	51,864	732,514
1956-1957	50,959	739,799
1957-1958	52,391	880,157
1958-1959	82,196	1,146,938
1959-1960	74,785	1,185,911
1960-1961	91,568	1,271,381

These figures indicate a steady increase in business and workload in the last eight years, with a tremendous acceleration in the last fiscal year. Next fiscal year there will undoubtedly be thousands of new houses built in the Western Addition, Diamond Heights and the Golden Gateway Redevelopment Projects, with expenditures of from 50 to 100 Million Dollars. It is imperative that we have this employment to help take care of this increase in workload.

D TEMPORARY SALARIES
This request is for the services of 1 - 8512 Clerk-Typist for a period of approximately 8 months. This employment is badly needed when our employees are off sick or on vacation. During these periods we are left too short-handed to handle the public properly and consequently are subject to criticism and complaint.

With the huge surge of building due in the Western Addition and Diamond Heights next summer, we will be badly in need of relief when our regular employees are unavoidably off.

K 2 POSTURE CHAIRS - NEW
To be used by 2 new employees requested.

P 4 POSTURE CHAIRS - REPLACEMENT
These are to replace the following wooden armchairs: Inventory No. 41-061
" " 41- 21
" " 41-117
" " 41-121
These chairs are all very old and have no salvage value.

J 2 TYPEWRITER DESKS - REPLACEMENTS
These are needed to replace the following very old and worn desks: Typewriter Desk - Inventory No. 41- 23
Standard Desk - Inventory No. 41-120
These desks are old, in poor condition , and have no salvage value.

H 2 TYPEWRITER DESKS - NEW
To be used by 2 new employees requested.

A 5 STANDARD DESKS - REPLACEMENT
These are needed to replace the following old and worn desks: Standard Desk - Inventory No. 41-119
" " - " " 41- 57
" " - " " 41- 60
" " - " " 41-116
" " - " " 41-128

These desks are very old and have no salvage value.

B 4-2-DRAWER FILING CABINETS FOR 4" x 6" CARDS - NEW
These cases are used for filing Boiler Permit and Inspection Index Cards. Will supplement present files which are about full.

C 1- 3-DRAWER FILE - 22 7/8" x 51" x 28" - NEW
This file is a special size to house our House Number Block Maps. At present we have two such files which are now completely full. We have now about one hundred such maps waiting to be filed, and expect to have another hundred blue printed shortly.

This new file should be ample for all our new maps for at least ten years.

D 1 LEGAL SIZE 3-DRAWER FILING CASE - NEW
Capacity of filing case in use will be exceeded long before end of fiscal year 1962-1963. This case is used for filing plumbing applications and permits.

E 4 BATES STEEL NUMBERING MACHINES - REPLACEMENT
These are to replace the following Numbering Machines: Serial No. 93171
" " 88206
" " 783625
Inventory " 60-870

These Numbering Machines are very old and in poor condition. The cost of repairing them is so high, it is economical to buy new ones.

These machines have no salvage value.

F 2 MANUAL TYPEWRITERS - NEW
To be used by 2 new employees requested.

G 2 ELECTRIC TYPEWRITERS - REPLACEMENT
These are to replace the following manual typewriters: Royal - Inventory No. 41- 99
Remington- " " 41-136

These typewriters are about 30 years old, and have little or no salvage value.

One of the requested electric typewriters will save considerable time and do a much more satisfactory job in typing our Building Application Index Cards.

The second one is intended to create more efficiency in general stenographic work.

H 1 10-KEY ADDING MACHINE - REPLACEMENT
This is to replace Adding Machine about 40 years old. (Inventory No. 41-[illegible].)

Estimated cost of new machine	-	$350.00
Salvage old machine	-	10.00
		$340.00

I 1 10-KEY ADDING MACHINE - NEW
This is to be used in computing fees and charges for plumbing permits, - a new function of the bureau.

J 1 CASH REGISTER - NEW
We collect well over a million dollars a year in this bureau. This money is kept in an ordinary desk drawer. It is a precarious method of handling such a large sum, and there is always a possibility of loss. The requested cash register will reduce the danger of loss considerably, as well as make possible a much more efficient method of counting and accounting for the money. The machine will eventually pay for itself in time saved in the cashiering work.

A Annual salary increment.

B New employee at lower rate.

C Transfer to new classification of P406A, Assistant Engineer II, Civil (comparable class) at maximum rate of $905 per month.

D TWO-P202 INSPECTOR OF PUBLIC WORKS CONSTRUCTION - NEW
Two new Budget positions. Due to the limited number of inspector personnel in the Streets and Sidewalks Permits and Inspections Office, systematic sidewalk area inspections and necessary follow-up inspections cannot be adequately performed. Other duties, which are not neglected, but could receive needed attention with the additional personnel are: Inspection of house moving; street space occupancy; utility excavations; driveways; tank installations, and the permits involved for each of these, all of which bring fees to the Department of Public Works General Fund.

E Assignment in new classification anticipated in January 1962 at promotive rate:

July 1, 1962	-	1 mo.	@	$1126	-	$ 1,126.00
		11 mo.	@	1183	-	13,013.00
						$14,139.00

F Reclassification of position at higher rate.

G HOLIDAY PAY FOR JUNIOR ENGINEER - CIVIL
For Junior Engineer-Civil, who keeps records of all sewer repair jobs, takes weekly drainage readings of slide areas which are now close to sub-surface structures and makes investigations of the conditions of sewers and when necessary gives line and grade for answers.

He should always be available for the per-diem men who will work the following Holidays:

Columbus Day	Friday	October 12, 1962	
Election Day	Tuesday	November 6, 1962	
Veterans Day	Monday	November 12, 1962	
*Good Friday	Friday	April 12, 1963	* 2 hours
Lincoln's Birthday	Tuesday	February 12, 1963	
4 days @ $44.60 per day		$178.40	
2 hours @ 5.57 per hour		11.14	$189.54

H CARFARE AND TELEPHONE EXPENSES
For field and office employees required to make trips around the City on Special business. This includes office men sent out on field investigations and field men going from one job to another. Also parking meter fees and telephone calls from the field to various Public Utilities and to the office. This travel cannot be provided for in any other way since the Bureau does not have a sufficient number of automobiles to take care of such travel.

I CONVENTION, ETC., EXPENSES
In order that the Division of Design in the Bureau of Engineering may obtain first hand information regarding various engineering studies and problems and up-to-date engineering techniques, regarding heating, ventilation, plumbing, refrigeration and air conditioning; sewers, pipe lines, sewage and industrial wastes; air pollution control methods and equipment; prestressed structures, etc., it is imperative for the staff members to attend certain conventions, meetings, conferences, lectures, courses and schools, such as University of California professional lectures, the Prestressed Concrete Institute convention, etc. Of particular importance to the Bureau at this time is the Prestressed Concrete Institute convention which is sponsored by the Prestressed Concrete Institute. The Institute is an association of engineers, architects, manufacturers, and contractors, interested and engaged in the design and construction of prestressed concrete structures. The annual convention consists of a 4-day program of technical papers on research and construction problems presented by members from both the United States and foreign countries, followed by discussions by the members present. The fact that prestressed concrete has developed mostly within the last 12 years, and the speed with which new developments are taking place, makes it essential that there be some means for an exchange of ideas and a free discussion of problems at a more informal level than the technical press. The Bureau of Engineering has designed and supervised the construction of six prestressed concrete vehicular or pedestrian bridges and two other bridges will be constructed in the near future.

(Continued)

FORM 4190

C CITY & COUNTY OF SAN FRANCISCO
Department, Board or Commission PUBLIC WORKS - ENGINEERING

BUDGET EXPLANATIONS

Index Number 421

FISCAL YEAR 1962-63

Sheet Number 2

I CONVENTION, ETC. EXPENSES (CONTINUED)

1. Lectures at University of California at Berkeley and in San Francisco and attendance at Symposium: 10 at $10 — $100 — $100

2. American Institute of Electrical Engineering, Annual Technical Conference
August 12-17, 1962 (Energy Conversion Conference), San Francisco, Calif. (Fairmount Hotel)
1 man - 3 days

Registration	10	
Meals - 3 x $8	24	
Incidentals	15	49

3. Prestressed Concrete Institute, Annual Convention, New Orleans, La., Fall 1962, 1 man-3 days,

Registration	15	
Meals - 3 x $10	30	
Lodging - 3 x $12	36	
Trans. -$150 plus $5	155	
Incidentals	15	251

4. American Society of Heat, Refrigeration and Air Control, Annual Convention, New York, N.Y.
Feb. 11-14, 1963, 1 man - 4 days

Registration	15	
Lodging - 4 x $12	48	
Meals - 4 x $10	40	
Trans. - $200 plus $5	205	
Incidentals	20	328

5. California Water Pollution Control Association, Annual Convention, Santa Barbara, Calif.
April 26-28, 1963, 1 man - 3 days

Registration	$ 10	
Meals - 3 x $10	30	
Lodging - 3 x $12	36	
Trans.	56	
Incidentals	15	147
		$975

A SHOP EXPENSES - PUB

	1960-61 Miles	1960-61 Shop Repairs	1960-61 Per Mile	1961-62 Estimated Mileage	1961-62 Per Mile	1961-62 Shop Repairs
19 Passenger Autos	124,742	$3,311.	$.0265	130,000	$.0294*	$3,822.

Approved by Chief Administrative Officer $3,600.

* Rate increased 11% to reflect wage increases of shop mechanics and increased costs of parts. (from 7.1.60 to 7.1.62)

B RECAPPING TIRES
Amount Requested $100.00. To recap tires for 19 automobiles

C CONTRACTUAL SERVICES - CRANKCASE BLOW-BY DEVICES
Purchase, installation and maintenance of crankcase blow-by devices for City-owned vehicles.

Labor $10.75		
Materials 5.20	$15.95	
Labor @ 5,000 miles	7.25	
Labor & Material @ 10,000 miles	3.25	$71.45
City-owned vehicles		x 19
		$407.55

A OFFICE EQUIPMENT - MAINTENANCE & REPAIR
Amount Requested $1,100.00. To put following listed office machines under service and repair office furniture, erasing machines, overhauling typewriters, etc. Having service on these machines will prevent large repair bills in the future.

9 Typewriters (Manual)	$ 108.00
5 Typewriters (Electric)	182.10
10 Calculators	458.00
4 Adding Machines	93.00
1 Mimeograph	84.00
1 Thermofax	35.00
Miscellaneous repairs	139.00
	$1,100.00

B PHOTOGRAPHS, BLUEPRINTS, PHOTOSTATS, ETC. - PUR.
Amount Requested $4,000.00. Blueprinting and photostating of maps and drawings to furnish information and to illustrate reports in cases where bond or gas tax funds cannot be properly used.

Photographs of sidewalks and streets to be used as evidence in damage suits against the city save the city thousands of dollars in the payment of claims.

Photographs have been found very necessary prior to the granting of permits for street encroachment and prior to the planning of street improvement work.

As this Bureau now administers the Dump Ordinance it is necessary to photograph the dump sites and operations for regulation and enforcement.

C BLOCK BOOKS - PUR.
A set of these books consists of 44 large sized volumes. The books show principally lots and ownership as compiled by the Assessor's office. These books are kept in the Survey Division of the Bureau where they are available for the employees of the Bureau and by the general public. They are widely used. The information in these books is essential to the proper planning of many projects undertaken by this Bureau. The cost of binding has risen 50% in the last year.

D HEAT - LIGHT - LHP
Gas used for Bunsen burners and other equipment in Bureau Testing Laboratory. The estimated cost is determined by the Public Utilities Commission. The gas is essential in connection with numerous tests made in the laboratory.

K NEWSPAPER - PERIODICALS
Subscriptions to City newspapers. Also a number of technical magazines in the field of Highways, Sewers, Sewage Treatment, Construction Design and Testing. These magazines keep us abreast of changing construction costs and new methods of design.

SUBSCRIPTIONS NOW IN FORCE

Architectural Record	$ 5.00	Local Climatological Data	$ 3.00
Air Engineering	3.00	Metropolitan Transportation	3.00
American City	4.00	P.C.I. Journal	6.00
Architect & Engineer	5.00	Public Works Magazine	8.00
Current Price Service	46.00	Realty Index	100.00
Concrete Construction	4.20	Waters Engineering	5.00
Construction Methods	4.00	Water & Sewage Works	7.50
Electrical World	12.00	Daily Newspapers	88.20
Engineering News	12.00		
Heating & Piping	6.00		$ 321.90

F TELEPHONE DIRECTORY SERVICE - PUR.
Used by Street and Sidewalk Section Inspection Unit which is constantly engaged in endeavoring to locate property owners so that notices of defective sidewalks can be sent, etc.

O Non-recurring item.

A GENERAL PURPOSE DIGITAL COMPUTER - RENTAL

To provide for the use of an intermediate type electronic digital computer offering a high degree of programming ease, large memory capacity, alphanumeric input and output capabilities, complete internal programming and other essential features. Such computer will expeditiously handle complex and lengthy problems in surveying, structural designs and analyses, sewer networks and traffic time and assignment studies.

The present rental computer, although able to perform difficult computations at considerable savings in time, nevertheless is relatively limited in capacity and flexibility and is unable to solve diversified problems economically as compared to other computers now available. Computer rental, per month - $1,800; total yearly rental - $21,600.

B AUXILIARY WATER SUPPLY SYSTEM MAPS AND RECORDS FOR FIRE DEPARTMENT

Maintaining and printing master Auxiliary Water Supply System maps and records for investigation work in connection with street vacations and requests for information from outside agencies regarding the Auxiliary Water Supply System . . . . . $ 500.00

Bringing the Auxiliary Water Supply System maps and records up to date. Correct information is essential for proper planning in connection with the continuing street and highway and freeway programs and to provide references for maintenance and use of the system in case of emergency 1000.00

Review of approximately 1500 Standard Plans for Auxiliary Water Supply System, which plans have not been thoroughly reviewed since 1941. Considerable saving will be effected by incorporating in these plans the new materials and construction methods developed since that time. This work is intended to be a continuing program over probably the next four years, and funds will also be requested in future budgets 1000.00

Blueprinting 500.00

$3000.00

C AUXILIARY WATER SUPPLY SYSTEM ENGINEERING STUDIES FOR FIRE DEPARTMENT

Studies and preliminary design, together with establishment of priority for required extensions of existing Auxiliary Water Supply System, in areas now not served, as requested by the Fire Department.

D ENGINEERING SUPERVISION, STUDIES AND INVESTIGATIONS

The services listed below will be performed by a Mechanical Engineer, an Electrical Engineer, a Junior Engineer Mechanical, a Junior Engineer Electrical, and a Draftsman.

The principal duty of the Engineers is to act as the administrative head of a section.
The work done by the Engineers will include:
Mechanical projects such as

a) Making studies and estimates in connection with the investigation of complaints or suggested improvements in the mechanical engineering field referred to the Bureau of Engineering by the Mayor, Chief Administrative Officer, Director of Public Works, and by other City departments. Examples of work in this category recently completed are:
   1. Design and coordination of the Civic Center steam main where they are involved in the Civic Center Garage construction.
   2. Investigation and study of the adequacy of Candlestick Park fire protection system.
   3. Studies and investigation of noise levels desirable for ventilating parking garages.
   4. Determination of equivalent combinations of various types of [illegible] in incinerators.
   5. Consultation service to Bureau of Building Inspection regarding [illegible] and code compliance of ventilation systems proposed for large projects being considered for building permits.

b) Consultations, investigations and recommendations, in connection with the operation, maintenance and rehabilitation of mechanical installations of sewage treatment plants, pumping stations, public buildings for which projects it is impracticable to process the separate work orders, so that they are by default charged to inappropriate work orders.
Examples of this type of work done in the past are:
   1. Investigation of underground duct work dripping water at the Marina Sewage Pumping Station.
   2. Investigation, recommendation and estimate of cost of heating, ventilating and plumbing work required for the rehabilitation of the Morgue Building at the San Francisco General Hospital.
   3. Investigation of the potential cross-connections between pressure and potable water in sewage pumping stations.
   4. Advisory work on safety equipment and facilities.

(Continued)

D ENGINEERING SUPERVISION, STUDIES AND INVESTIGATIONS (CONTINUED)

c) Supervision of the design of mechanical improvements for public buildings.
d) Preparation and maintenance of mechanical engineering standards.
e) Budget request investigations and cost estimation for all Bureaus of the Department of Public Works, in particular the Bureau of Architecture and the Bureau of Building Repair, and for other agencies. Examples of this work already completed are:
1. Estimate of cost for the ventilation of cottages and buildings at Youth Guidance Center.
2. Estimate of cost for the water-heating station for the Sealer of Weights and Measures.
3. Estimate of cost for the replacement of piping and plumbing fixtures for the City Hall.
4. Estimate of cost for the replacement of plumbing equipment, boiler burners and controls, steam piping, elevator hoisting equipment, etc., at County Jail No. 2 in San Bruno.
5. Estimate of cost for the ventilation and air conditioning of the Superior Courts, City Attorney's Office and library, and the Tax Collector's Office in the City Hall.
6. Estimate of cost for a temporary heating system at the Central Police Station (Hall of Justice).
f) Administrative and supervisory duties:
1. Attending conferences on matters for which no funds have been set up.
2. Making estimates of Section personnel requirements.
3. Interviewing new employees and instructing them in various City Charter and Department rules.
4. Reviewing employee time sheets to ensure proper assignment of job charges.
5. Estimating and requesting funds for individual projects to be worked on in the next quarter.
6. Gathering and writing information for the Section's activities for the annual report.
7. Preparing budget requests for required office materials and equipment.
8. Training new employees in their assignments and evaluating their work during the probationary period.

Electrical projects such as:

a) Making studies and estimates in connection with investigation of complaints or suggested improvements in the electrical field referred to the Bureau by the Mayor, Chief Administrative Officer, Director and other Departments.
b) Consultations, investigations and recommendations, in emergencies and otherwise, in connection with operation and maintenance of electrical installations at sewage treatment plants and pumping stations, and in public buildings for which it is impracticable to process the separate work orders, so that they are therefore by default charged to inappropriate accounts.
c) Represent Department of Public Works on San Francisco Committee on Corrosion.
d) Consultation with Deputy City Attorneys in preparation of their cases regarding actions by the P.G.& E., the Pacific Telephone & Telegraph Company and various individuals against the City.
e) Testifying in court on behalf of City in litigation with Pacific Telephone & Telegraph Company.
f) Consultation with Redevelopment Agency on Diamond Heights, Golden Gateway and Western Addition Redevelopment Projects.
g) Electrolysis investigations of pipe lines, reinforced concrete structures, etc.
h) Lighting and power improvements for public buildings.
i) Preparation and maintenance of electrical engineering standards.
j) Budget investigations. Estimates for all Bureaus of Department of Public Works, particularly Bureau of Architecture and Bureau of Building Repair, and other City Agencies.
k) Preliminary work in connection with street lighting projects formerly done by budget personnel in the Bureau of Light, Heat and Power but now transferred to the Department of Public Works.

A few of the projects worked on by the Electrical Section which were not chargeable to any interdepartmental accounts are included in the attached summary.

(Continued)

D ENGINEERING SUPERVISION, STUDIES AND INVESTIGATIONS (CONTINUED)

TYPICAL PROJECTS ASSIGNED TO THE ELECTRICAL SECTION WHICH WERE NOT CHARGEABLE TO ANY INTERDEPARTMENTAL PROJECT

1. Various Redevelopment Areas
   Preliminary engineering studies, estimates and conferences for the installation of electrical facilities, including street lighting and traffic signals.

2. Civic Auditorium
   Preliminary engineering studies and estimate relative to electric services and rehabilitation of building.

3. 1962-63 Budget

4. Annual Report

5. Street Lighting Investigations

6. Consultation with State Division of Highways on street lighting and traffic signals related to freeways.

7. Discussions with outside Engineers preparing plans for projects such as:
   New Hall of Justice, San Francisco Hospital, Southern Freeway, Crosstown Freeway, Laguna Honda Home, Civic Auditorium, Japanese Cultural Center

The work done by the Junior Engineer, Mechanical, will include:
1. Making sketches of proposed work for budget request estimates.
2. Making field investigations and reports on work proposed for budget request estimates.
3. Assisting the Section Engineer in gathering information for making studies and estimates in connection with complaints or suggested improvements in the mechanical engineering field referred to the Bureau of Engineering by the Mayor, Chief Administrative Officer, Director of Public Works, or other City Departments.
4. Assisting the Section Engineer in investigations in connections with the operation, maintenance and rehabilitation of mechanical installations at the sewage treatment plants, pumping stations and public buildings.
5. Preparing and maintaining mechanical engineering standards.
6. Doing general engineering office procedure work.

The work done by the Junior Engineer, Electrical, will include:
1. Making sketches of proposed work for budget request estimates.
2. Making field investigations and reports on work proposed for budget request estimates.
3. Assisting the Section Engineer in gathering information for making studies and estimates in connection with complaints or suggested improvements in the electrical engineering field referred to the Bureau of Engineering by the Mayor, Chief Administrative Officer, Director of Public Works, or other City Departments.
4. Assisting the Section Engineer in investigations in connection with the operation, maintenance and rehabilitation of electrical installations at the sewage treatment plants, pumping stations, and public buildings.
5. Preparing and maintaining electrical engineering standards.
6. Doing general engineering office procedure work.

Services of Draftsman will include:
Making preliminary sketches and estimates in connection with the investigation of complaints or suggested improvements, referred to the Bureau of Engineering by the Mayor, Chief Administrative Officer, Director of Public Works, and other City departments.

Budget investigations, estimates and preliminary sketches for all Bureaus of the Department of Public Works, particularly Bureau of Building Repair and Bureau of Architecture, and other City agencies.

Other miscellaneous works including Drafting Annual Report material for Bureau Engineering and 20-30 Street Vacations per year.

A PRELIMINARY SEWER INVESTIGATIONS, STUDIES, PLANS AND ESTIMATES.

1. Hydraulic investigations of existing inadequate sewers and for proposed sewer extensions, as necessary for the determination of sizes, types and routes of future sewers.	$2000
2. Review of drainage and sewer plans and specifications for new subdivisions, redevelopment areas, and other civic improvements submitted to the Bureau of Engineering for approval.	3000
3. Preparation of estimates for annual budget.	500
4. Maintenance of sewer records and maps referred to for general information by departmental personnel, outside engineers, contractors and general public.	2000
5. Investigation of new materials and construction methods to determine applicability to the improvement of existing standard plans and specifications.	1000
6. General administration, clerical work, typing and mimeographing.	1000
7. Special services to the Bureau of Sewer Repair, including mapping and recording of sewer repairs, operations and special investigations.	500
Requested by Department	$10000
Approved by Chief Administrative Officer	$ 7500

B SEWAGE PUMPING STATIONS, SEWAGE TREATMENT PLANTS - INVESTIGATIONS, STUDIES, PLANS AND ESTIMATES

In general to investigate complaints and suggested improvements referred to the Bureau by the Operating Division and the Director; to investigate proposed connections to existing and other governmental agencies. In addition, continuing work required on the following items:

Sewage Pumping Stations

Bring up to date all mechanical and electrical drawings and supply prints to the operating personnel

Assist in formulating operating and maintenance manuals by preparing the necessary simplified 8 1/2 x 11 drawings showing electrical controls and wiring and equipment, piping and valve layouts

Engineering studies for minor pumping stations improvements.

Sewage Treatment Plants

Make flow diagram drawings for North Point Sewage Treatment Plant Engineering studies for minor alterations and improvements, not scheduled under bond funds

Drafting services for operational charts and layouts

Investigations

C INDUSTRIAL WASTE PROGRAM

Purpose and Need: The proposed program is needed to control the discharge of water and waste into the public sewer system as necessary to eliminate violation of specific limitations of discharge and to enforce other conditions set forth under Ordinance No. 7425 regulating the use of public and private sewers and drains; private disposal of sewage; use of garbage grinders in individual dwelling units and the discharge of waters and wastes into the public sewer system, contiguous shore or lake waters of the City and County of San Francisco. Failure to control wastes discharge results in increased deposits in sewers, the removal of which costs some $60,000 yearly, and decreased life of sewer structures; presents hazards to employees; and adversely affects treatment plant operation and plant effluent. See "Supporting Data". The cost of the program for the first year including personnel, equipment and supplies is:

1. Personnel	$51,750	
2. Supplies	1,300	
3. Equipment	6,000	Field Van ($4,000); Detection Equipment ($2000)
	$59,050	Requested by Department
	$41,000	Approved by Chief Administrative Officer

(Continued)

C INDUSTRIAL WASTE PROGRAM (CONTINUED)

SUPPORTING DATA FOR PROPOSED INDUSTRIAL WASTE PROGRAM

Subsequent to 1952, when the North Point Sewage Treatment Plant and the Southeast Sewage Treatment Plant were completed and placed into operation, the Department of Public Works initiated Ordinance No. 7425 regulating the use of public and private sewers and drains; private disposal of sewage; use of garbage grinders in individual dwelling units and the discharge of waters and wastes into the public sewer system, contiguous shore or lake waters of the City and County of San Francisco.

This Ordinance, now Article 4, Chapter 10 of the Public Works Code, is necessary to eliminate discharge which will:
1. Render it difficult for any workmen to repair the sewage works, or cause obstruction to the flow of sewers, or otherwise interfere with proper operations of the sewage works.
2. Cause damage or hazard to structures, equipment or personnel engaged in operation and maintenance of sewage works.
3. Cause injury or interference with the sewage treatment process, constitute a hazard to humans or animals, or create a hazard in the receiving waters or the effluent of the sewage treatment plants.
4. Require abnormal attention or result in additional expense for handling at the sewage treatment plants.
5. Create public nuisance.

The development of a program to control the discharge of water and waste into the public sewer system as necessary to eliminate violation of the specific limitations of discharge, and to enforce other conditions set forth under Ordinance No. 7425, was made the responsibility of the Department of Public Works, and a budget position for an Assistant Engineer II, Mechanical, was assigned to the Department to implement this program.

It soon was apparent, however, that a program to inspect and control the discharge from the approximately 4000 industries in San Francisco was beyond the capacity of one man. The adverse effect of the discharge of waste material in violation of the ordinance is made evident by the following illustrations:

A. It is necessary, at times, for the Bureau of Sewer Repair to clean out sewers or remove obstructions therefrom because solid or other viscous substances capable of causing obstructions to the flow are deposited therein. At one sewer in the vicinity of the Ready Mix Concrete Plants, the City must continually remove aggregate from the sewer or the sewer capacity is reduced to a fraction of its design capacity. In another instance, it is known that the waste from meat packing houses has blocked a 12" diameter sewer completely.

In six specific locations, see detailed examples, the cost in labor and equipment for cleaning the sewer last year was $35,000. It is conservatively estimated that the total cost to the City for removing industrial waste material from sewers exceeds $60,000 a year. This figure does not include any cost for the more frequent repair of the sewers which is due to deterioration brought about by industrial waste.

B. Because of sewer cleaning activities in the Fisherman's Wharf, Islais Creek and Channel Street areas necessitated by industrial waste deposits, it is necessary to divert raw sewage into the bay water for some 500 hours per year.

C. The hazard to sewer cleaning personnel is increased because of the presence of toxic gases such as carbon tetrachloride from cleaning establishments, gasoline fumes and carbon monoxide as well as explosive gases.

D. In addition to the financial aspect is the fact that each of the above trouble spots plus others not mentioned is the direct source of many complaints. Also, many complaints are indirectly caused by the fact that our crews are required to spend so much time servicing these trouble areas caused by industrial wastes that much of their other work must be neglected. During the morning of December 1, 1960, it is estimated that the storm resulted in about 300 complaints during an hour and a half. While these complaints were, of course, not all caused by a neglect of the sewer system, it is believed that they could have been materially reduced if our men could spend more of their time on regular maintenance work and less on these industrial waste trouble spots.

E. There is also the factor of shortened sewer life which is of material importance. It is, however, very difficult if not impossible to evaluate. Various industrial wastes have a direct damaging effect on the sewers. In addition, there is the indirect damage to sewers caused by the drastic methods required in the cleaning operations.

(Continued)

C INDUSTRIAL WASTE PROGRAM (CONTINUED)

F. When the quality of sewage diverted to the North Point Sewage Treatment Plant is such as to exceed the allowable specified limits of the Ordinance, chemical treatment by chlorination, over and above the usual treatment, is required in order that the effluent will not cause the bay water bacteriological content to exceed the limits specified by the Water Pollution Control Board. After all North Point district sewage now discharging into the bay is diverted to the North Point Sewage Treatment Plant, it is estimated that the additional chlorine required because of uncontrolled industrial waste discharge will cost about $5,000 per year.

G. It is expected that because of anticipated future restrictions of the Water Pollution Control Board, the City will be required to reinstate the program of chlorination of the effluent at the Southeast Sewage Treatment Plant. One industrial plant alone discharges a reducing agent to the sewer system which requires about 3,000 lbs. per day of chlorine to neutralize it before any chlorine becomes available for bacterial control. Based on a 253 day working year and a chlorine cost to the City of $0.0416 per lb., the annual cost of neutralizing this waste, (unless the waste discharge from this plant is controlled) would be $31,625 per year.

H. Hair, animal manure and grease from meat packing and associated industries cause the following problems:
1. Hair, cellulosic materials and grease tend to accumulate in digesters, reducing their effectiveness. Their release from digesters causes stoppage of bar racks and consequent bypassing of raw sewage to the Bay.
2. High grease content of sewage entering the plant is reflected by higher concentrations of grease in the effluent discharged, causing floating material in Islais Creek in violation of State Water Pollution Control Board #2 Resolution #125.

Detection of violations and correction thereof to eliminate the resulting expenses and side effects, illustrated above, requires the program to include the following procedure:
a) Educational indoctrination of the estimated four thousand contributors of industrial sewage or waste to acquaint them with the specified limitations on discharge set forth in Article 4.
b) Sampling and testing the discharge from each plant to determine whether or not its quality and character are within the specified limits.
c) Written notice of violations, and furnishing such services as may be required or necessary to effect compliance with regulations.
d) Follow-up inspections to determine compliance with requirements.
e) Instances of non-compliance served with written "Cease and Desist" notice.
f) Pursuant to Section 137 of Article 4, arranging for apprehension for continued violation.
g) Policing program to assure continued compliance with the Code requirements.

In view of the number of industries to be inspected and policed, and the scope of the required program for effective enforcement, the existing single engineering position is, as hereinbefore mentioned, insufficient for the conduct of the program as set forth under a) to g) above.

To conduct the program, we will require, in addition to the one position now available, funds in the amount of $59,050 for the personnel, equipment and materials, (see schedule) for a period of about five years, after which time the staff can be considerably reduced as it will only be necessary to provide inspection of new industrial establishments and the policing actions set forth under step g) above.

In addition, after the first year capital expenditures are made, the equipment and material requirements will decrease.

Refer to schedule for the duties to be assigned to the existing position and the required new positions.

The proposed program reflects, we believe, the most conservative approach to the problem of providing an efficient program with reasonable possibilities of success.

(Continued)

C INDUSTRIAL WASTE PROGRAM (CONTINUED)

EXAMPLES OF SEWER CLEANING ACTIVITIES AND COST THEREOF RESULTING DIRECTLY FROM THE DISCHARGE INTO PUBLIC SEWERS OF MATERIALS PROHIBITED UNDER ARTICLE 4 OF THE PUBLIC WORKS CODE.

FISHERMAN'S WHARF
The grease and other industrial wastes entering the sewers from the restaurants in the vicinity of Fisherman's Wharf necessitate an educator and a service crew spending 1/2 day per week plus an occasional full day (about 30 days per year). In addition, a sewer cleaning crew spends about 16 days per year. Total cost of this time is about $9,400 per year.

FRONT STREET
The area in the vicinity of Front and Sacramento Streets is a trouble spot caused in part by grease from restaurants. An educator and service unit spend about 1/2 day per month, and sewer cleaning unit spends about 2 days per month on this location. Annual total, about $4,500.

QUINT STREET
The Quint Street sewer in the vicinity of Evans Avenue is frequently clogged by industrial wastes from the meat packing area. These wastes include besides grease, such things as hair, paunch manure and parts of slaughtered animals. During the fiscal year 1959-60 sewer cleaning crews spent 29 days and eductors about 20 days on this location for a total cost of about $6,200. Besides the cost, the City has caused embarrassment by the resulting overflow to Islais Creek.

HOTALING PLACE
Grease accumulations in the Hotaling Place sewer from the nearby restaurants require that a service truck and an educator spend about one day in two months at this location. A sewer cleaning crew is required about 3-1/2 days every two months. Also occasional overtime is required at this location. The total annual cost would be about $4,400.

SIXTEENTH AND HARRISON STREETS
Gravel presumably coming from the building material establishments in the neighborhood require that a sewer cleaning crew spend about 20 days per year. Cost about $2,500 per year.

MISCELLANEOUS CATCHBASINS
Where homes are being built by private contractors, catchbasins are frequently plugged by waste mortar and aggregate from the construction work. Catchbasins found in this condition may amount to as many as 20 or 25 per week and each require from 2 to 4 hours of an educator's time. Often a compressor is required to loosen up the material before the cleaning can be done. The cost in time is conservatively believed to be at least $7,500.

Summarizing these few trouble points:

Fisherman's Wharf	$9,400	
Front Street	4,500	
Quint Street	6,200	
Hotaling Place	4,400	
16th and Harrison	2,500	
Catchbasins	7,500	$34,500

(Continued)

C INDUSTRIAL WASTE PROGRAM (CONTINUED)

FIRST YEAR COST OF PERSONNEL, EQUIPMENT, AND SUPPLIES REQUIRED FOR THE PROPOSED INDUSTRIAL WASTE PROGRAM

I. Personnel *

1	Assistant I Engineer, Civil	$745.00	$ 745.00
2	Junior Engineers, Civil	644.00	1,288.00
1	Civil Draftsman, Civil	599.00	599.00
1	Clerk-Steno	447.00	447.00
			3,079.00
	40% Overhead		1,231.60
	Total		4,310.60 Mo.
	or		51,727.20 Yr.
	say		$51,750.00

*The City of Los Angeles has 24 and the County of Los Angeles 41 employments performing this work.

II. Material and Equipment

Field Van (Truck)	$4,000	
Detection Equipment	2,000	
Supplies	1,300	7,300.00
Grand Total		$59,050.00

PROPOSED INDUSTRIAL WASTE PROGRAM STAFF ASSIGNMENT

		Exist. Position	Requested New Positions			
		Asst. II Mech.	Asst. I Civil	2-Jr. Engr. Civil	Drft.	Clerk Steno
I	Administration - Coordinating with agencies; revisions to ordinance; planning and direction of program; correspondence; progress reports.	X	-	-	-	X
II	Education Program - Brochures, speeches, explaining detrimental effect of industrial waste; cost to taxpayer.	X	-	-	-	X
III	Detection - Inciting violations to ordinance; reporting evidence by chemical tests, photographs, dye tests, etc. Inspection of private industrial operation; sampling.	-	-	X	-	-
IV	Evaluation - Determining if industrial waste discharge creates a detrimental effect to sewers or treatment plants. Evaluating tests of such effect.	X	X	-	-	-
V	Technical Assistance - Developing standard plans for routine cases; general guidance (not specific correction) for large industries, providing sewer maps and test results to industries concerned.	-	X	X	-	-
VI	Enforcement - Initiating Notification of Violation (requesting correction; progress reports, etc.); second notification requesting action and setting date for issuance of cease and desist order; issuance of C&D, and initiating injunction restraining order.	X	X	-	-	-
VII	Records, Maps and Plans - Records of violations to aid in detection.	-	-	-	X	X

A MAP BOOKS - SAN FRANCISCO INSURANCE MAPS
There are eleven of these volumes and they are corrected each year, usually monthly. The average correction is $66.00 per volume. These books show every building in the City, type of construction, number of stories, house numbers and other information. These books are used in all types of design work for improvements. They are also used by Bur. of Architecture, Real Estate Department and City Planning Commission.

B MISCELLANEOUS CONTRACTURAL SERVICES
Miscellaneous repair and maintenance work within the Bureau, drafting room equipment, planimeters, erasing machines, etc. The additional amount needed because of the age of our equipment, particularly swivel chairs and drafting chairs.

C AUTO ALLOWANCE - EMPLOYEES' CARS
Allowance for use of employees' cars for Recreation-Park Department services. 750 miles per month x .10 per mile = $75.00
x 12 months
$900.00

D SEWAGE SERVICE - HASSLER HEALTH HOME
Funds to pay the City of San Carlos the annual cost for the treatment of sewage which its system receives from Hassler Health Home, pursuant to agreement between San Carlos and San Francisco in Ordinance No. 94777.

E TIRES AND AUTO SUPPLIES
To supply the needs for new tires and tubes for 19 City-owned vehicles.

F SURVEY MONUMENTS AND STAKES
For monuments to mark monument lines throughout the City. Stakes for line and grade or street improvements. Also used on new subdivisions.

G SURVEY, LABORATORY AND MISCELLANEOUS SUPPLIES

1. Supplies:	Carbon Tet. and Solvents	25 gals @ $6	$150
	Concr. Cyl. Mold 6" x 12"	100 " " 30/100	30
	Concr. Cyl. Mold 6" x 9"	1000 " " 30/100	300
	Sand		100
	Miscellaneous small tools		100
	Requested by Department		$680
	Approved by Chief Administrative Officer		600

H GASOLINE, OIL & LUBRICANTS

	1960-61		1962-63		
	Mileage Cost	Per Mile	Estimated Mileage	Per Mile	
19 Passenger Autos	124,442 $2,055.80	$.0165	130,000	$.0165	= $2,145.00 - any = $2,700

I LABORATORY GLASSWARE (REPLACEMENT)
1. Use: Run various lab tests
2. Need: Replace equipment that is broken or unusable
3. Estimated Cost: $200
4. Div. Priority: 1

J CITY DIRECTORY
Used by various sections of the Bureau to look up addresses of persons to whom notices to repair sidewalks, notice of improvements, etc., are to be sent.

A STATIONERY - OFFICE SUPPLIES
Letterheads, envelopes, mimeograph paper, ring binders, file pockets, mimeograph ink, stencils, flashlights and batteries, folders and other stationery necessary to run the Bureau.

B DRAFTING SUPPLIES
Tracing paper and cloth, cronn-section paper and pads, drafting paper, drafting and colored pencils, erasers, T-squares, paper, cement, scotch tape, etc.

C MATERIAL AND SUPPLIES FOR RECREATION-PARK DEPT. SERVICES
Materials and Supplies for employees assigned to perform services for the Recreation-Park Department. Funds to be transferred from Recreation-Park Department by Budget Transfer.

Stationery and Office Supplies	$400.00
Drafting and Photographic Supplies	800.00

D EQUIPMENT PRIORITIES-NEW 1962-63

			Cost	Cumulative Total
1.		Reference Books	$ 250	$ 250
2.	1	Plan-Hold Rolling Stand Unit	130	380
3.	1	1-File Cabinet 4-Drawer Letter	135	515
4.	3	3-Plan Files - Steel	594	1,109
5.	6	File Cab. 5-Drawer Legal	500	1,609
6.	1	Plan Drawer File Unit	350	1,959
7.	1	3-Sectional Plan Files	522	2,481
8.	2	5-Drawer Plan File Unit	375	2,856
9.	2	Plan Hold - Wall Type	350	3,206
10.	7	Drafting Desk Lamps	210	3,416
11.	12	Draft Deflectors	420	3,836
12.	1	Typewriter-Elec.	420	4,256
13.	1	Typewriter Stand	25	4,281
14.	1	Riddle Load Indicator	45	4,326
15.	1	Sample Splitter	90	4,416
16.	1	Viscosimeter	500	4,916
17.	1	Vibrating Table	340	5,256
18.	1	Moisture Meter	400	5,656
19.	1	Concrete Mixer	225	5,881
20.	1	Kelly Ball	125	6,006
21.	1	Invar Level Staff	210	6,216
22.	1	Lateral Adjusters-Transit	$ 150	$ 6,366
23.	1	C O Indicator	75	6,441
24.	1	Pipe Finder-Leak Detector	350	6,791
25.	1	Recording Pressure Gauge	125	6,916
26.	1	Penwal Temp Indicator	175	7,091
27.	1	Dial Indicator	105	7,196
28.	1	Stroboscopic Tachometer	275	7,471
29.	1	Stop Watch	25	7,496
30.	1	2-Door Sedan	1,915	9,411
31.	7	Drafting Chairs	455	9,866
32.	2	Drafting Mach.	240	10,106
33.	3	Drafting Tables	549	10,655
34.	4	Parallel Ruling St. Edge	90	10,745
35.	1	Dictating Machine	765	11,510
36.	26	Dust Covers	364	$11,874

Requested by Department	$11,874
Approved by Chief Administrative Officer	7,496

EQUIPMENT PRIORITIES-REPLACEMENTS 1962-63

			Cost	Cumulative Total
1.	3	Swing-Away Plan Rack	$ 306	$ 306
2.	5	Plan Hold	55	361
3.	3	Drafting Desk Lamps	90	451
4.	2	Typewriters Elec.	890	1,341
5.	2	Calc.Mach.Elec.	1,980	3,321
6.	1	Steel Tape (200')	45	3,366
7.	1	Sieve Shaker	800	4,166
8.	1	Desk, Chair, Table	355	4,521
9.	1	Stone Chair	35	4,556
10.	2	Drafting Chair	130	4,686
11.	1	Invar Tape (100')	$ 77	$ 4,763
12.	1	" " (50')	61	4,824
13.	1	Dumpy Level	420	5,244
14.	1	Self Leveling Level	745	5,989
15.	1	Transit	823	6,812
16.	1	Station Wagon	3,500	10,312
17.	1	2-Door Sedan	2,000	$12,312

Requested by Department	$12,312
Approved by Chief Administrative Officer	10,312

Form 4250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - ENGINEERING — Index Number 421 — Serial Number 14

A 6 FIVE-DRAWER FILING CABINETS - LEGAL - NEW
4 - Present files are filled to capacity. This equipment is needed to accommodate current and future records in an orderly fashion so that they will be available for immediate use.
2 - File cabinets needed for filing of various legal documents such as contracts. At present, this office has no legal size files.

B 2 - DRAFTSMAN CHAIRS - REPLACEMENT
Chairs are for draftsmen. Two present chairs are outdated and dangerous if care is not taken to set legs correctly. Replacing Inventory No. 12-505, 4951.

Estimated cost of replacement	$130.00
Trade-in value	-0-
Net amount requested	$130.00

C 1 - TYPEWRITER STAND - NEW
This stand is necessary for a manual typewriter which is occupying desk space needed for clerical work. Also, having the typewriter on a movable stand would make it available for use for others in the office.

D 12 - DRAFT DEFLECTORS - NEW
The need for the above draft deflectors is very great as it is necessary to rely upon open windows for ventilation for the large number of people in the large drafting room. When windows are open the wind blows papers from desks and also blows in dirt from street making it most difficult to keep tracings clean for working.

E 7 - DRAFTING DESK LAMPS - NEW
These desk lamps are needed for drafting tables which are not presently equipped with lamps. The room light is inadequate for drafting.

F 2 - PLAN HOLD - WALL TYPE - NEW
Use: Hold for ready access plans and corresponding specifications for current construction projects.
Need: a. The Construction Division files are the central source of current contract data and the plans are in continuous use by the entire Bureau of Engineering. b. Present homemade-rack is woefully inadequate. c. Increased storage space is needed.
Number Needed: 2 each
Estimated Cost: $175.00 x 2 = $350.00
Division Priority: 3

G 2 - FIVE-DRAWER STEEL FILING CABINET UNITS WITH TWO CAP UNITS AND TWO PLUSH BASES - NEW
Two (2) 5-Drawer steel Cabinet Units with Cap Units and Plush Base are needed to provide filing space for tracings, Van Dyke Negatives and Prints of Maps pertaining to subdivisions, record of Survey Maps, official grade maps and other maps and plans of which this division is custodian. These Maps and Records accumulate through the years and will be in constant use by Governmental Agencies, private companies and the general public, as well as the Bureau of Engineering. These maps and Records, as well as being active files, must be preserved for posterity and therefore should be kept in adequate protective files.

H 1 - 3-SECTIONAL PLAN FILE UNIT WITH BASE AND CAP. GRAY STEEL - NEW
Needed to file tracings and plans for permanent records. Present plan files are over crowded and some tracings are becoming crumpled and torn.

I 1 - PLAN DRAWER FILE UNIT - NEW
One complete plan file unit made up as follows:

2 - 3 Drawer Units (Hamilton)	
1 - 5 " " "	
1 - Base " "	
1 - Cap " "	

Present equipment is taxed to its limit. Additional equipment required to take care of plans as they are being developed.

J 3 - PLAN FILES - HAMILTON - NEW
This equipment is necessary for proper filing of valuable tracings as present equipment is crucial to capacity. Over-rolling tracings results in wrinkling and tearing of paper. Tracings are presently stored on any available file surface and covered with all obsolete's.

K 1 - FOUR-DRAWER FILING CABINET - LETTER - NEW
Filing facilities are now filled to the point where it is impractical to attempt to put more material in them. To meet the need of street renewal and new projects to be accomplished thru the 1960 Sewer Bond will require filing space for more survey records. There is no available file to be used for this purpose.

A 1 - PLAN-HOLD ROLLING STAND UNIT - NEW

This equipment is needed for the proper filing of plans and specifications for ready reference as the existing facilities are limited in capacity.

B 1 - EACH STENO POSTURE CHAIR - REPLACEMENT

Present steno chair has been discarded in favor of a desk chair because it is unstable. Stenographer has taken one bad fall because of its instability. Replacing Inventory No. 12-7431.

Estimated cost of replacement	$35.00
Trade-in value	-0-
Net amount required	$35.00

C OFFICE FURNITURE (ITEMIZED BELOW) - REPLACEMENT

One (1) Flat top desk - 34" x 60"	Approx.	$150.00	
One (1) Swivel Arm Chair	"	80.00	
One (1) Reference Table for Plans	"	125.00	$355.00

This furniture is needed to replace old items now in use which were originally discarded from another section. All presently used items are in a very poor state of repair and not worth the cost of repair.

Replacing desk, Inventory No. 40-2760; table, Inventory No. 40-2731; chair with no inventory number:

Estimated cost of replacement	$355.00
Trade-in value	-0-
Net amount requested	$355.00

D 3 - DRAFTING DESK LAMPS - REPLACEMENT

Replacing Dazor lamps - Inventory No. 40-2295, 2296 and one not legible.

Estimated cost of replacement	$90.00
No trade-in value	-0-
Net amount requested	$90.00

These lamps are needed as replacement of present lamps which are in such a poor state of repair that their use is not only unsatisfactory but limited.

E 5 - PLAN HOLD ROLL FILES WITH ONE TOP AND ONE BASE - REPLACEMENT

Five Plan Hold Roll Files, with one Top and one Base to be used to replace the antiquated metal tubes, now used to preserve the valuable City Section Map Tracings. These Tracings are at least thirty years old and the metal tubes in which they are now stored, scratch and mark the tracings, causing a great amount of work in preparing a Van Dyke negative from these tracings for fine reproduction. Files are the most inexpensive, yet adequate, equipment we can purchase to store the above-mentioned tracings. Replacing old metal tubes, no inventory numbers.

Estimated cost of replacement	$55.00
No Trade-in value	-0-
Net amount requested	$55.00

F 3 - SWING-AWAY FILE RACK UNITS - REPLACEMENT

These plan racks are needed as a replacement of existing bulky wooden racks equipped with wooden sticks for the hanging of plans. The present difficulty of replacing plans in the stick-racks results in plans not being returned to file. The above noted file units are fastened to the wall and can be swung out of the way of personnel. The filing of plans on these racks is both simple and rapid. Replacing racks made by D.P.W., Inventory No. 40-2692, 2703, 2708.

Estimated cost of replacement	$306.00
No trade-in value	-0-
Net amount requested	$306.00

G 1 - ELECTRIC TYPEWRITER - 17 INCH - REPLACEMENT

This machine is required to replace a manual machine which is limited in the number of copies which can be typed. An electric typewriter would eliminate the necessity of typing copy twice. The 17" width would permit the use of legal size paper lengthwise in carriage for various report forms. Replacing R.C. Allen Visomatic Serial #8-2140062-14, no inventory number.

Estimated cost of replacement	$445.00
Trade-in value	15.00
Net amount requested	$430.00

H 1 - ELECTRIC TYPEWRITER - 15½ INCH - NEW

This machine is needed for a stenographer assigned to the Administrative Section. The machine she is using at present is shared by another employee in the same office requiring each employee to arrange her work schedule to accommodate the typewriting needs of the other.

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A ONE ELECTRIC TYPEWRITER 17" CARRIAGE - REPLACEMENT
One Stenographer engineering office. Must type correspondence, specifications, reports and many forms prepared by 10 people. 70% of the work is from 12 to 20 copies necessitating re-typing up to three times of each form or letter to make legible copies. New electric typewriter will give more efficiency in the office eliminating re-run time-consuming typing and neater and better work. Present typewriter is an old, worn out manual and slow acting. Replacing E.C. Allen Visomatic Serial No. A 2201254-13, no inventory number.

Estimated cost of replacement	$475.00
Trade-in value	15.00
Net amount requested	$460.00

B 1 - ELECTRIC CALCULATING MACHINE - REPLACEMENT
This machine is necessary to replace an old manual Monroe which is frequently inaccurate as well as being slow of operation. The Hydraulic section has a great deal of computation work which would be expedited by the use of an electric calculator. There are many other calculations necessary to the sewer work which cannot be performed on the existing small machine. Replacing Monroe Serial #239476, no inventory number.

Estimated cost of replacement	$810.00
Trade-in value	10.00
Net amount requested	$800.00

C 1 - CALCULATOR, ELECTRIC - REPLACEMENT
Use: Do speedy and accurate calculations involving complex multiplication, division, subtraction and addition.
Need: a) Machine needed by Contract Administration and Construction Divisions to replace obsolete calculator. b) Check field calculations and quantities in final reports, for contract payments. Replacing Monroe serial #2764500, no inventory number.

Estimated cost of replacement	$1200.00
Trade-in value	20.00
Net amount requested	$1180.00

D TWO BIDDIE LOAD INDICATOR & ACCESS. - NEW
This device is to be used to determine electric feeder and service loading. It will provide a simple method of checking complaints of overloading. It should save approximately 2 man-days per investigation. (Two units are required).

E ONE SAMPLE SPLITTER - NEW
Use: Divides samples into equal parts. For materials such as soils, sands, cement, gravel, aggregate, base course material as called for by the following test standards ASTM C-136, D-271, D-421, D-424, D-426, D-457, D-806; AASHO T-27, T-87.
Need: a) No adequate means available to prepare samples for gradation test. b) Speed running of gradation test and improve accuracy and reliability of test results. c) Increased use of untreated rock base in street work has resulted in increased number and frequency of gradation tests. d) Comply with recognized test standards.

F ONE VISCOSIMETER - NEW
Use: Measure Viscosity of paints, oils, varnishes, and other fluids according to ASTM Standards D445-53T, D88-56; D1211-54T, D1545-58T; D1200-58. Need: a) Determine whether materials meet City specifications (For Contracts & City Purchases). b) No equipment available at present. c) Present system makeshift and open to question by bidders who lose out.

G ONE VIBRATING TABLE - NEW
Use: a) Vibrate concrete test batches. b) Vibrate untreated rock base samples for maximum density.
Need: a) No equivalent or comparable equipment on hand. b) Maintain close control on quality of untreated rock base and method of placement and rolling. c) Maintain close control on lightweight concrete. d) Investigate possible settlement of road subgrade due to vibrations from buses.

H ONE MOISTURE METER - NEW
Use: Determine moisture content of soils, aggregates, and other materials.
Need: Existing one moisture meter is not adequate for volume of work or large enough for coarse aggregates.

I ONE CONCRETE MIXER - NEW
Use: Mix test batches of various concrete mixes and soil-cement mixes.
Need: a) Mix test batches in the design of light-weight concrete (principally for Schools). b) Mix trial batches of cement treated aggregate (for increased future street work of this type). c) More efficient.

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A ONE KELLY BALL - NEW
Use: To check slump of concrete mix as per ASTM C-360 test standards.
Need: a) Check slump of concrete in place quickly and efficiently. b) Easier and better than present hand method. c) Improve control of concrete in construction projects.

B ONE INVAR PRECISION LEVELING STAFF GRADUATED IN CENTIMETERS - NEW
To complete the items of survey equipment required for precise level work by increasing the number of Invar Precision Leveling Staffs to the necessary complement of two. To insure efficient use of our Wild, Model N111, high precision level in the exacting work of the maintenance and extension of the City's official bench mark system, it is necessary that two Invar Precision Leveling Staffs be simultaneously used.

At the time that the Wild high precision level was purchased only one Precision Leveling Staff, due to a misunderstanding, was acquired. The lack of the other Staff has resulted in greatly hampering the efficiency and retarding the progress of the survey party using the high precision level. The Invar Precision Staff differs from the ordinary level rod used in less exacting work in that it is much less affected by temperature changes, and is graduated in centimeters specifically for use with the built-in optical micrometer of the Wild high precision level for which it was designed.

C TWO "MECHANICAL LATERAL ADJUSTERS" FOR ENGINEERS' TRANSIT - NEW
A "Mechanical Lateral Adjuster" is a device that forms an adjustable connection between the base of an engineer's transit and its tripod. It is used to shift the transit rapidly into line between two points with minimum changing of tripod position when setting up the instrument between the points. This is an operation that occurs often during the running of monument lines, and the use of lateral adjusters will result in a considerable saving of the instrument man's time which in turn will be reflected in the increased output of all members of the survey party. Ordering of this request will provide a "Mechanical Lateral Adjuster" for each of two survey parties.

D ONE CO INDICATOR "MONOXOR" - NEW
Our work involves the determination of efficiency of fuel consumption of large combustion processes. The above noted instrument gives preliminary checks indicating if more complex and expensive methods of analyses are warranted.

E ONE PIPE FINDER LEAK DETECTOR - NEW
Most of the work of the Mechanical Section involves modification of and connections to existing piping systems. These are frequently underground in unknown locations. The above noted instrument is required to assist in locating this buried or concealed piping, conduits and sewer lines, and will reduce Contractor's contingency allowances caused by vague plans.

F ONE RECORDING PRESSURE GAUGE - NEW
It is often necessary for us to determine pressures in existing hydraulic systems over an extended period of time. For some years we have borrowed this necessary instrument from a contractor on a personal basis, but this is far from a satisfactory business arrangement. The City should possess its own necessary equipment.

G ONE PENWAL TEMPERATURE INDICATOR - NEW
Much of Mechanical Engineering work involves heat problems requiring temperature determination. Our present equipment covers ranges above 500°F, but most of our work is within the ranges of -30°F to +350°F for which we require the above noted instrument.

H ONE DIAL INDICATOR & ACCESSORIES - NEW
One of the functions of the Mechanical Section is to make investigations and studies of the City's Machinery in operation to detect deformations and malfunctions. At the present time we can only guess at such conditions which can be very dangerous. The above noted instrument would furnish accurate information and provide needed safeguards for life and property. (This instrument is to be used in combination with the Stroboscopic Tachometer).

I ONE STROBOSCOPIC TACHOMETER - NEW
One of the functions of the Mechanical Section is to make investigations and studies of the City's machinery in operation to detect deformations and malfunctions. At the present time we can only guess at such conditions which can be very dangerous. The above noted instrument would furnish accurate information and provide needed safeguards for life and property. (This instrument to be used in combination with the Dial Indicator and Accessories).

J ONE STOP WATCH - NEW
In Mechanical Engineering there are numerous observations which involve the time element. At present we have no instrument - such as a stop watch - to accurately gauge observed time intervals.

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C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS - ENGINEERING

BUDGET EXPLANATIONS

FISCAL YEAR 1962-63

Index Number 421 Page Number 18

A ONE SURVEYING INSTRUMENT, ENGINEERS' TRANSIT WITH WIDE-FRAMED EXTENSION TRIPOD. (MINIMUM VERNIER READING, 20 SECONDS) - REPLACEMENT
To replace an obsolete, worn Brunson Engineers transit that is difficult to keep in adjustment. Replacement of the worn transit with a new instrument will not only save the time of the instrument man and other members of the survey party, but will eliminate errors caused by misadjustment of the worn transit. To replace Brunson Engineers Transit Serial #472290; no inventory number.

Estimated cost of replacement	$973.00
Trade-in	150.00
Net amount requested.	$823.00

B ONE SURVEYING INSTRUMENT, ZEISS, "SELF-LEVELING" LEVEL WITH TRIPOD - REPLACEMENT
To replace one of our older, worn precise levels. This type and quality of all-purpose level is necessary to maintain a true level line of sight under most conditions of use. It is a very fast and efficient instrument and will be used in conjunction with our precise level in setting intermediate bench marks, while the precise level is advancing level nets. It will also be available for use where a very fast rodding level is needed on other kinds of work.

The State of California has adopted the Zeiss "Self-Leveling" Level in place of the dumpy level because of the saving in time on all types of survey work. The Zeiss "Self-Leveling" Level is very simply and quickly adjusted since there is only one adjusting screw to use when making field adjustments. To replace Leitz Precise Level serial #5462, Inventory No. 40-1342.

Estimated cost of replacement	$845.00
Trade-in value	100.00
Net amount requested	$745.00

C ONE SURVEYING INSTRUMENT, DUMPY LEVEL WITH WIDE-FRAMED TRIPOD. FIXED LEG - REPLACEMENT
To replace an obsolete, worn Brunson Dumpy level that is difficult to keep in adjustment. Replacement of the worn level with a new instrument will not only save the time of the instrument man and other members of the survey party, but will eliminate errors caused by misadjustment of the worn level. Replacing Brunson serial #483049, no inventory number.

Estimated cost of replacement	$470.00
Trade-in	50.00
Net amount requested	$420.00

D ONE 50-FOOT INVAR OR LOVAR SURVEYORS' TAPE - REPLACEMENT
To replace a 50-foot invar tape purchased many years ago and now badly kinked and, therefore, inaccurate. This tape, which does not expand and contract with changes in temperature as much as a common steel tape, is necessary for making precise measurements that cannot normally be made with a common steel tape. Tape has no inventory number and no trade-in value. Amount requested $61.00.

E ONE 100-FOOT INVAR OR LOVAR SURVEYORS' TAPE - REPLACEMENT
To replace a 100-foot Invar Tape that was damaged beyond repair by a motorist who ran into it while a measurement was being made. This tape, which does not expand and contract with changes in temperature as much as a common steel tape, is necessary for making precise measurements that cannot normally be made with a common steel tape. Tape has no inventory number and no trade-in value. Amount requested $77.00.

F ONE STEEL TAPE - 200 FT. - REPLACEMENT
Replacing Dietzgen "Road King", no inventory number.

Estimated cost of replacement	$45.00
Trade-in value	-0-
Net amount requested	$45.00

The use of a steel tape of this length will give greater accuracy for making field measurements than is possible with the presently used 100-foot cloth tape.

G ONE SIEVE SHAKER - REPLACEMENT -
Use: As specified under ASTM and AASHO Standards, shake sieves to run gradation tests on: a) Aggregates in paving mixes and plant bunkers, b) Base course material; c) Drain Filter material. Need: a) Control and check quality of all aggregates used in construction projects by increasing frequency of tests; b) Speed test procedures with improved accuracy, cutting time by 40%, c) Improve quality control on materials without increasing manpower requirements appreciably; d) Replace scavenged, obsolete, inoperable, and old equipment. Replacing 47 year old sieve shaker, serial number is not legible.

Estimated cost of replacement	$800.00
Trade-in value	-0-
Net amount requested	$800.00

A ONE STATION WAGON, CARGO WITH PANEL DOORS (WITH HEATER AND ALTERNATOR) - REPLACEMENT
Use: Serve as a mobile laboratory to test compaction and run routine control tests on various construction projects.
Need: a) Present system is inefficient and time consuming. b) If denied, increased work-load will require the purchase of a considerable amount of duplicate equipment. c) If denied, manpower needs will have to be increased. d) Replace Car #421-506 = 46,000 miles (Has been grounded since 3-20-61). Replacing GMC Suburban Carryall DPW 421-506.

Estimated cost of replacement	$3,500.00
Trade-in	-0-
Net amount requested	$3,500.00

B REFERENCE BOOKS - NEW
For the purchase of technical books and publications in order that the Bureau may take advantage of the new and improved techniques and materials continually being developed.

C MEMBERSHIPS
For reference in design and construction projects. American Society for Testing Materials. File No. - 97 - 59 - 2, Ord. No. -358 - 59, Approved - 6-24-59.

D SPECIAL INSPECTION
Receipts allocated to appropriation.

K PARKING METERS - REMOVAL AND RELOCATION
This item is necessary, as past experience has shown that every year there are many relocations of parking meters, caused by new one-way street installations, changes in parking procedure, etc.

As will be noted, no funds have been used to date. However, this does not mean that no call will be made on these funds between now and the end of the fiscal year.

F PARKING METERS - BLUEPRINTS & REPRODUCTION
For reproduction of "Work Order Forms", plans for new locations, plans that are required to keep parking meter records for over 12,500 meters that have been installed at various locations throughout the City.

G PARKING METERS, REPAINTING EXISTING STALLS - BUREAU OF BUILDING REPAIR
For the repainting of existing parking meter stalls and for lay-out and painting of new and/or relocated stalls. Pending approval of "Summary Work Program", of the Traffic Painting Division, Bureau of Building Repair.

(2)

A Annual salary increment.

B Permanent appointment of employee from P4 Assistant City Engineer at advanced rate.

C New employee at lower rate.

D 8454 TELEPHONE OPERATOR - NEW
One additional position of switchboard was installed during the current fiscal year to accommodate increased workload and enlarged installation to service 450 McAllister. This operator necessary to man the additional position.

We have absorbed the following telephone services since 1955: Public Utilities Commission (City Hall)
Health Service System
Dept. Public Works (Army Street)
Parking Authority
Sewage Treatment Plants

The number of working locals has increased from 366 in 1955 to 518 in 1961 (an increase of 42%). In 1955, in the departments now serviced from HE 1-2121, there were nine telephone operators as against seven today.

E TEMPORARY SALARIES - TELEPHONE OPERATORS
Replacement of regular telephone operators who are on sick leave with pay or on short term leaves without pay which must be charged to temporary salaries under the Controller's regulation.

Replacement necessary when two or more operators are absent.

F TRAVEL EXPENSE
Routine travel, legislative hearings, Governors conferences, etc. $600

American Public Works Association, Annual Convention - Director or his representatives, Sept. 1962 (Membership Ord. 416-58) 100
$700

O AUTOMOTIVE REPAIR
No change (Autos driven by Director and Asst. Director (M&O) $300

H OFFICE EQUIPMENT - SERVICE & REPAIR:

1	Electric Adding Machine	$ 35
4	Electric Typewriters	160
1	Standard Typewriter	20
1	IBM Time Stamp	20
1	Postal Meter	70
1	Robot Kardex	90
	Misc. Services	105
		$500

I REPRODUCTION SERVICE
Miscellaneous blueprints and photostats for Director.

J BOOKBINDING
To bind Orders and Indices of minutes of meetings of the Department of Public Works, 3 @ $17 - $51

K TELEPHONE AND TELEGRAPH
Continuing telephone services - increase due to additional service at 450 McAllister Street and heavy traffic which has shown a constant steady increase over the past 20 years. $38,000.

A TELEPHONE AND TELEGRAPH
Installation cost - new 20 position 4 digit automatic dialing telephone switchboard $34,000.00

Installation costs, extensions to existing systems:

General Office	12.50	
Accounts (move)	50.00	
Central Permit	12.50	
Building Inspection	50.00	
Building Repair	12.50	
Engineering	25.00	
Architecture (move)	50.00	
Sewer Repair & Sewage Treatment	20.00	
Street Repair	10.00	
Street Cleaning	10.00	252.50
		$34,252.50

B POSTAGE
Amount required for postage during the fiscal year 1962-63 $1750

Increase of $750 is requested due to the larger volume of mail being sent by all bureaus, particularly the Central Permit Bureau which has added the new function of mailing notices that Building Permits are ready to be picked up. These notices total approximately 100 each day. Also, the mailing of Plumbing Permits, formerly charged to the Bureau of Building Inspection, are now mailed by the Central Permit Bureau.

C PRINTING ANNUAL REPORT
Annual report has cost approximately $2000 in recent years. This is General Fund share - gas tax pays other half.

D PRINTING TELEPHONE DIRECTORY
Printing 1000 copies of City Hall telephone directory - once per year. $250

E SUBSCRIPTIONS
For miscellaneous technical publications and newspapers:

Western Architect and Engineer	$ 3	
Engineering News Record	6	
American City	4	
Street Engineering	2	
Daily Pacific Builder	50	
1 morning newspaper	33	
1 afternoon newspaper	22	$120

For 600 copies of monthly "Safe Worker" booklets which are distributed to personnel as an active part of the Department's safety program. These have been enthusiastically received by personnel for the past 6 years. Rate of 0.525 each per year is dependent on continuing membership in the National Safety Council, otherwise rate is double. 315
$435

F STREET ADDRESS TELEPHONE DIRECTORY
Continued street address directory service for the Telephone Exchange, City Hall. $102

G RENTAL - POSTAL METER
Monthly rental of postal meter now installed ($12 per month). $144

H ARCHITECTURE AND ENGINEERING SERVICES - CAPITAL IMPROVEMENT PROGRAM
Approximately 300 requests for Capital Improvement are received each year from the various departments. Each request requires a visit to the site, study of the problem, and a drawing of the work to be done. The staff required for this work is indicated as follows:

(a) Bureau of Architecture -	1½ month	H108 Architect	@ 997	1495	
	1½ month	H122 Sr. Draftsman	@ 782	1173	$2668
(b) Bureau of Engineering -	1½ month	H410 Engineer	@1099	1648	
	1½ month	H104 Sr. Draftsman	@ 660	990	2638
					$5306
		Overhead at 33⅓			1754
		Requested by Department			$7060

Approved by C.A.O. $6000

313

A COURT REPORTER - DISMISSAL HEARINGS
The department averages eight dismissal hearings per year and a verbatim transcript is required by Civil Service on all cases which appeal.

B CURB YOUR DOG SIGNS
Needed to fill requests from citizens, neighborhood associations, and the Health Department.

C CENTRAL FAMILY RELOCATION SERVICE
Relocation service for families dislocated by government action; condemnation, acquisition of right-of-way, or code enforcement.

D WORK REATION PROGRAM FOR YOUTH (SUMMER VACATION)
This program similar to that initiated last year in Recreation and Park Dept. Teen age boys will be employed during summer vacation to assist regular employees in tasks that would otherwise remain undone. No regular civil service employee will be displaced. The program, at 30 working days per boy at $4.00 per 4-hour day:

A) Street Tree Planting
Will assist in irrigation and weed control during this critical period.
2 sections, 17 boys each — $4080

B) Sewer Repair Division
Sort, file and post old records of cleaning and repair to main sewers, catch basin cleaning, etc. which are years behind and which will assist the bureau in a more effective work program.
2 sections, 4 boys each — 960

C) Sewage Treatment Plants
Assist in yard cleanup, irrigation, weed control, laboratory cleanup, at the treatment plants and pumping stations.
2 sections, 6 boys each — 1440
$6480

E TIRES - TUBES
Tires and tubes for 2 vehicles:
2 - 7.60 x 15 @ $15 = $30
2 - 7.50 x 14 @ 13 = 26
$56

F GASOLINE - OIL
For 2 vehicles

O STATIONERY AND OFFICE SUPPLIES
All printed forms used by Central Permit Bureau and General Office are purchased from this account. Cards and mimeograph paper - letterheads, envelopes, file pockets, and other stationery and office supplies necessary for operation of Central Permit Bureau and General Office are also included in this item.

Increase due to larger volume of forms required to meet the rapidly increasing volume of applications and permits to be issued.

H PURCHASER OF SUPPLIES - STATIONERY
For supplies and forms received from Central Warehouse of Purchaser.

I EQUIPMENT - REPLACEMENT
2 - POSTURE CHAIRS

To replace old and worn out chairs used by Clerk-Typists:

Replacing 2 worn out wooden typist chairs,
Serial No. "None", Purchaser's Inventory No. [illegible]
Serial No. "None", Purchaser's Inventory No. "None".

Estimated cost of new posture chairs [illegible]
Estimated trade-in allowance [illegible]
Net amount required [illegible]

A EQUIPMENT - SIDE CHAIRS (2)

Two additional side chairs are needed in the office of the Assistant Director (Administrative) to match the existing chairs. They are needed for staff conferences, visitors, the general public, etc.

2 @ $60 $120

B MEMBERSHIP DUES

To provide continuing membership in the following organizations:

Memberships approved by File No. 97-59-2, Ord. No. 359-59, 6/27/59

American Concrete Institute - 2 memberships	$ 40 *
American Public Works Association	10
American Society of Civil Engineers	25
American Institute of Architects	50
California Water Pollution Control Association	11
Certified Boiler and Elevator Inspectors	5
International Conference of Building Officials	225
National Assn. of Housing & Redevelopment Officials	75
National Safety Council	500
San Francisco Committee on Corrosion	25
Seismological Society of America	7
Structural Engineers Assn. Northern California	13
Western Plumbing Officials Association	75
	$1061

* One additional membership to obtain proceedings of ACI for use by DBI structural plan checkers. Data in some of value to keep engineers abreast of latest practices in reinforced concrete. Proceedings presently in name of B of E retained for use by their structural design section.

A FIRE DEPARTMENT - VICINITY OF CIVIC CENTER
To construct concrete building of approximately 25,000 sq. ft. for SFFD Operational Headquarters consisting of offices conference, meeting rooms, toilet facilities for Bureau of Equipment, Fire Prevention and Investigation Bureaus, and general office area, including Fire Dept. Physician Examining Room, Board of Fire Commission office, Chief of Department office, Drafting room, Record and File room, Locker and Shower rooms, Lunch room, garage for 30 cars, and open parking space for 25 cars, office for Civil Defence, etc.

Present headquarters in Basement of City Hall will be taken over entirely by Controller's office for accounting machine. Present headquarters are inadequate.

Studies and Plans	$ 49,000
Construction	700,000
Inspection	15,000
Contingency	50,000
	$814,000

B FIRE DEPARTMENT - 1340 POWELL ST.
To construct suitable quarters for three recently located Battalion Chiefs from Drumm Street to Engine No. 5. Rearrange 2nd floor officers' quarters to accommodate these three chiefs, including toilet facilities, etc. Relocate oil storage equipment so an office 15' x 9' can be provided.

To provide adequate quarters for Battalion Chiefs and officers, and to provide office for these chiefs.

Studies and Plans	$ [illegible],600
Construction	17,500
Inspection	1,100
	$ 21,200

C FIRE DEPARTMENT - 2430 SAN BRUNO AVE.
To construct suitable quarters for three recently relocated Battalion Chiefs, including bath and toilet facilities on the second floor of Engine 42.

To provide adequate quarters for relocated Battalion Chiefs and officers.

Studies and Plans	$ 2,500
Construction	10,000
Inspection	1,000
	$13,500

D FIRE DEPARTMENT - 798 WISCONSIN ST.
To construct suitable quarters for three recently relocated Battalion Chiefs, including bath and toilet facilities on the second floor of Engine 48.

To provide adequate quarters for relocated Battalion Chiefs and officers.

Studies and Plans	$ 2,500
Inspection	10,000
Construction	1,000
	$13,500

E FIRE DEPARTMENT - JERROLD AVE. PIPE YARD
Reconstruction of storage shed (foundations, flooring, roofing).

Required to provide usable facilities for maintenance crews at this location.

Construction	$ 1,900

FORM 6250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - GENERAL OFFICE — Index Number 423 — Sheet Number C2

A FIRE DEPARTMENT - 3RD STREET AND OAKDALE AVE.
Extend Auxiliary Water Supply System from 3rd St. and Fairfax Ave. along 3rd St. to Oakdale Ave. and along Oakdale Ave. to Industrial St.

The only fire protection for the many new warehouses and factories in Apparel City at present is an inadequate low pressure system.

In order to equal the high standards of fire protection provided in other industrial sections of the City, it is necessary to extend the AWSS along the streets noted above. This extension will also provide necessary protection to the Third Street District and to the Oakdale Avenue District which it traverses.

Studies and Plans	$ 22,500
Construction	376,500
	$ 399,000

B FIRE DEPARTMENT - ENG. 26, 655 PRESIDIO
To convert 1800 sq. ft. of storage space to a Museum with heating, lighting, carpentry and cabinet work, flooring, painting, etc.

This museum is needed to house antique items of the San Francisco Fire Department.

Studies and Plans	$ 1,200
Construction	8,500
Inspection	800
	10,500

C FIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES
Replace electrical service and panels at each of the following firehouses:

Eng. Co.	#33	$ 1,870
"	#36	1,730
"	#42	1,750

Existing service and panels inadequate to care for present electrical load.

Construction	$ 5,350

D FIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES
Replace kitchen sinks and cabinets at the following firehouses:

Engine No. 8	$ 1,400
" 10	1,820
" 43	1,350
Truck Co. #1	1,200

Existing facilities inadequate for the proper preparation of food and cleaning and storage of cooking and eating utensils and dishes.

Construction	$ 5,770

E FIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES
Replace lighting in miscellaneous rooms or areas at the following locations:

Eng. No. 2	($800)	Eng. No. 13	($150)	Truck No. 1	($150)
" 5	($200)	" 37	($380)	Pipe Yard	($350)
" 12	($500)	" 43	($380)	City Hall	($1000)

(Continued)

E FIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES (CONTINUED)

Existing lighting inadequate. Present illumination ranges from 10 to 20 foot candles at work areas; recommended foot candles 50.

Construction	$ 3,810

A FIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES

Replace ventilating systems to Kitchens at the following firehouses:

Engine Co. No. 2	($1,100)
" " 48	(330)

Existing ventilation of Kitchens inadequate.

Construction	$ 1,430

B FIRE DEPARTMENT - FIRE ENGINE COMPANY #5

Relocate hose hoist on roof of firehouse

Existing location of hose hoist unsuitable due to restaurant next door blocking alley with plants and shrubbery.

Construction	$ 1,050

C FIRE DEPARTMENT - 698 - 2nd Street

Replacement of existing steam turbine pump drive with diesel engine at Fire Department Pumping Station No. 1.

The existing steam boiler has been in service for 50 years. The installation of more economical Diesel engine will greatly reduce maintenance cost. Also, by eliminating the continuous consumption of fuel while on standby operation, this installation will reduce fuel cost by over $2,000 per year. In addition, this replacement will also eliminate the need for expensive boiler repair or replacement in the future. Information received from the Fire Department indicates that there may be further saving of $15,000 per year because of the elimination of one position.

Studies and Plans	$ 13,700
Construction	250,300
	$264,000

D FIRE DEPARTMENT - FOOT OF VAN NESS AVENUE

Replacement of existing steam turbine pump drive with Diesel engine at Fire Department Pumping Station No. 2, Fort Mason, at the foot of Van Ness Avenue.

The existing steam boiler has been in service for 50 years. The installation of more economical Diesel engine will greatly reduce maintenance cost. Also, by eliminating the continuous consumption of fuel while on standby operation this installation will reduce fuel cost by over $2,000 per year. In addition, this replacement will also eliminate the need for expensive boiler repair or replacement in the future. Information received from the Fire Department indicates that there may be a further saving of $15,000 per year because of the elimination of one position.

Studies and Plans	$ 13,700
Construction	250,300
	$264,000

A FIRE DEPARTMENT - TWIN PEAKS RESERVOIR

Shape and pave the access road to the reservoir, the perimeter service road, and parking area around the watchman's office.

Shaping and cleaning - 50 cubic yards
2" Asphalt concrete wearing surface - 180 tons;
6" Concrete Curb = 58 linear feet

In rainy weather the present dirt roads are muddy and hazardous for vehicular travel. Paving the roads will allow Fire Department vehicles to operate safely and efficiently under all weather conditions.

Studies and Plans	$ 445
Construction	2,755
	$ 3,200

B FIRE DEPARTMENT - ENGINE NO. 17 (416 JESSIE ST.)

Replace screens in front windows of 2nd floor.

To eliminate mosquito nuisance

Construction	$ 450

C FIRE DEPARTMENT - 551 - 26TH AVE. (ENGINE NO 36)

Installation of gasoline fueling equipment for the two companies in this firehouse. Gasoline pump, tank, associated piping, and concrete pad.

The present hand pumping system is antiquated and a fire hazard. The entire wooden enginehouse is filled with gasoline fumes while the trucks are being refueled.

Studies and Plans	$ 530
Construction	4,370
	$ 4,900

D FIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES

Reconstruction of stairway entrances to Dormitories at the following firehouses:

Engine Co. No. 10	$ 1,300
" " 47	750

Required to provide security to firemens' personal property at such times as the houses are unoccupied while the men are fighting fires.

Construction	$ 2,050

E FIRE DEPARTMENT - VARIOUS FIREHOUSES

To provide stainless steel hoods and fans over kitchen stoves in the following firehouses:

Engine Nos. 5, 27, 33, 34, 37, 43, and 45.

This is to avoid constant repair and repainting kitchen areas and to render a more sanitary condition for these firehouses.

Studies and Plans	$ 800
Construction	9,400
Insp.	500
	$10,700

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS - GENERAL OFFICE

BUDGET EXPLANATIONS

Index Number 423

FISCAL YEAR 1962-63

Sheet Number 05

A FIRE DEPARTMENT - VARIOUS FIREHOUSES

To provide stainless steel hoods over kitchen stoves in the following firehouses:

Engine Nos. 4, 6, 11, 12, 13, 20, 26, 29, 38, 39/40, 41, and 49.

This is to avoid constant repair and repainting kitchen areas and to render a more sanitary condition for these firehouses.

Studies and Plans	$ 900
Construction	16,200
Other	600
	$17,700

B FIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES

Installation of additional plumbing facilities at the following locations:

Eng.	No. 4	Wash Basin	($450)
"	" 6	Floor Drain	($400)
"	" 12	Garbage Disposal	($380)
"	" 13	Garbage Disposal	($380)
"	" 24	Shower	($650)
"	" 28	Urinal	($700)
Jones Street Tank:		Shower	($500)

Existing facilities inadequate

Construction	$ 3,460

C FIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES

Reconstruct hose racks at the following firehouses:

Eng.	No. 5	($850)
"	" 49	($1,200)

Required to eliminate accelerated deterioration of fire hose due to extreme exposure to the weather.

Construction	$ 2,050

D FIRE DEPARTMENT - 1648 PACIFIC AVENUE

To provide additional hose rack on the roof of Engine Co. #8; 50 ft. long by 7 ft. high with roof, six cantilevered shelves, hook wall and electric lighting, etc.

This firehouse was not originally designated to house a "Hose Tender." With the "Hose Tender" in this house, extra hoses are forced to be piled on the floor, consequently these hoses are deteriorating fast because of improper drying.

Studies and Plans	$ 600
Construction	4,500
Insp.	400
	$ 5,500

A FIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES
Provide miscellaneous improvements at the following locations:

Fire Engine Co.	# 4:	Chief's Office	($1,600)
" "	#12:	Oil Storage Rm.	(600)
" "	#21:	Shelving	(800)
" "	#48:	6 Ft. Lockers	(600)

Required to increase efficiency of operations at above locations.

Construction $ 3,600

B FIRE DEPARTMENT - FIRE ENGINE CO. #15
Install protective screens on exterior of rear 1st floor windows

To eliminate frequent breakage of windows

Construction $ 460

C FIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES
Install security screens or fences at the following locations:

Bureau of Equipment	$ 250	(fence)
Oak St. Warehouse	1,690	(screens)

Required to eliminate vandalism of the premises

Construction $ 1,940

D FIRE DEPARTMENT - FIRE DEPARTMENT ENGINE CO. #37
Replace main entrance doors to Apparatus Room.

Required to provide additional clearance to accommodate increased width of new piece of fire fighting equipment housed in this building

Studies and Plans	$ 600
Construction	3,000
Inspection	400
	$ 4,000

E FIRE DEPARTMENT - JERROLD AVE. PIPE YARD
Install retaining walls around a portion of the yard perimeter.

Required to obtain full utilization of yard area by eliminating caving in of dirt from adjacent property.

Construction $ 1,850

F FIRE DEPARTMENT - FIRE ENGINE CO. #41
Install acoustic material on ceilings of communications and dining rooms
To reduce excessive noise level in room.
Construction $ 800

G FIRE DEPARTMENT - FIRE ENGINE CO. #4
Install acoustic material on Dining Area ceiling

To reduce excessive noise level in room.

Construction $ 1,300

A PIRE DEPARTMENT - FIRE ENGINE CO. #39
Install stainless steel on kitchen walls behind stove.

To eliminate frequent necessity of painting walls.

Construction	$ 440

B PIRE DEPARTMENT - FIRE ENGINE CO. #49
Remove fireplace in Communications Room

To provide additional floor space in room

Construction	$ 1,200

C PIRE DEPARTMENT - MISCELLANEOUS FIREHOUSES
Install dust deflectors on wall radiators at the following firehouses:

Engine Co. # 4:	$150
" #12:	$550

To prevent dust accumulation on walls behind radiators

Construction	$ 700

D PIRE DEPARTMENT - City Hall
Install partitions to enclose Accounting Division Office area

Required to obtain better utilization of existing space and to increase efficiency of accounting personnel.

Construction	$ 1,900

E PIRE DEPARTMENT - CITY HALL BASEMENT
To provide locker room for Inspectors in Division of Fire Prevention and Investigation, by enlarging present locker room, including ventilation, lighting, resilient flooring, etc.

Present locker room is inadequate and dingy, and unsanitary. At the present several inspectors have to share one locker in a very small room that does not have adequate ventilation.

Studies and Plans	$ 700
Construction	$ 10,000
Inspection	500
	$11,200

P PUBLIC WELFARE - 585 BUSH STREET
To provide a fire sprinkler system for the entire building of 44,000 sq. ft. floor area in accordance with standards of Pacific Fire Rating Bureau.

This building is of Type 3 construction and was recommended by the Fire Prevention Bureau to have a fire sprinkler system as a protection against the spread of fire.

Studies and Plans	$ 2,800
Construction	$ 26,000
Inspection	$ 1,800
	$ 30,600

C7

Form 0810

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: PUBLIC WORKS - GENERAL OFFICE — Index Number 423 — Sheet Number 08

A PUBLIC WELFARE - 150 OTIS STREET
To provide fire alarm and bell system for 1st, 6th, 7th, 8th and 9th floors.

This fire alarm and bell system is recommended by Fire Prevention Bureau to warn occupants to evacuate building in case of fire. There is no warning system of this nature in the building at present.

Studies and Plans	$ 400
Construction	$ 1,200
Inspection	$ 200
	$ 1,800

B PUBLIC WELFARE - REDWOOD CITY
To provide 1400 sq. ft. plastic roofing and related work over existing terrace in Single Men's Rehabilitation Center.

This is to convert present terrace into additional dining area to relieve congested condition in present inadequate dining space.

Studies and Plans	$ 700
Construction	$ 4,600
Inspection	$ 500
	$ 5,800

C PUBLIC WELFARE - Single Men's Rehab. Center
Installation of a tempered forced air ventilation and exhaust system for the men's dormitory and an exhaust system in the men's sitting room, at the Single Men's Rehabilitation Center in Redwood City.

100 men are presently occupying a dormitory built to house 40 children. This crowded condition results in stale, humid air. The present solution is to open windows, but this creates cold uncomfortable drafts.

Studies and Plans	$ 780
Construction	$ 6,820
	$ 7,600

D SHERIFF - COUNTY JAIL NO. 2
Repair and resurface access road from Skyline Boulevard to County Jail No. 2 located in San Mateo County. 3,000 linear feet of roadway.

The existing roadway continues to deteriorate without maintenance. The proposed repair and resurfacing will provide a smooth and safe roadway surface and will reduce maintenance or reconstruction costs.

Studies and Plans	$ 1,450
Construction	$ 18,150
	$ 19,600

E SHERIFF - JAIL NO. 2 - SAN BRUNO
Install unit heaters in south mens' Dormitory of Jail #2.

Existing building heating system does not provide sufficient heat to this area.

Construction	$ 1,800

F SHERIFF - JAIL #2 - SAN BRUNO
Replace oil and gas burner and automatic control equipment on #1 boiler and install oil burning equipment on #2 and #3 boilers at Jail #2 .

Required to modernize equipment on #1 boiler and provide oil burning equipment on #2 and #3 boilers.

Studies and Plans	$ 1,100
Construction	13,700
	$ 14,800

A SHERIFF - JAIL #2 SAN BRUNO
Replace 2" gas line from Jail #2 to Green House in Farm Area.

Existing line badly corroded and now out of service

Construction	$ 800

B JUVENILE COURT - 375 WOODSIDE AVE.
To study needs and operation of Administration and other buildings in Youth Guidance Center. This study to cover Ventilation, means to open windows and soundproofing of offices in Administration Bldg; to correct faulty installation of Hauserman partitions; to alter Rms 304,305, Room B-1, and Boys' Clinic; tunnel from Administration Bldg. to Cottage C-1; incinerator to conform with anti-air pollution requirements.

To correct ventilation, sound, operation problems, etc. that have been accumulating for quite a few years.

Studies and Plans	$ 7,500

C JUVENILE COURT - 375 WOODSIDE AVE.
To construct four (4) bedrooms to complete maximum Security Cottage in Youth Guidance Center, with prison-type toilet fixtures, consisting of 480 sq. ft. of fireproof construction.

The Maximum Security Cottage as originally planned has 25 bedrooms; due to lack of funds, four (4) bedrooms were eliminated. This project will complete the original plan.

Studies and Plans	$ 1,100
Construction	18,500
Inspection	1,000
	20,600

D JUVENILE COURT - 375 WOODSIDE AVE.
To provide basket type bronze fly screens on steel windows of all Cottages of the Youth Guidance Center. About 40 required.

To comply with requirements and recommendations of Public Health Department and to provide a more sanitary living condition for the occupants.

Studies and Plans	$ 700
Construction	4,000
Inspection	500
	$ 5,200

E JUVENILE COURT - YOUTH GUIDANCE CENTER
Installation of tempered forced air ventilation systems for the classrooms, dining and recreation areas of the boys' cottages. Each individual system consists of fan, steam coil and appurtenances and associated duct work and grilles.

Each of the cottages is occupied by about 20 people. The present ventilation is provided by opening doors and windows, which is an undesireable solution because:

a. For security reasons windows can be opened from top only;

b. The resulting extremes of cold or hot stuffy air are neither comfortable nor healthful.

Studies and Plans	$ 1,550
Construction	$18,150
	$19,700

F JUVENILE COURT - YOUTH GUIDANCE CENTER
Installation of tempered forced air ventilation systems for the classrooms, dining and recreation areas of girls' cottages.

Each individual system consists of a fan, steam coil and appurtenances and associated duct work and grilles.

(Continued)

F JUVENILE COURT - YOUTH GUIDANCE CENTER (CONTINUED)
Each of the cottages is occupied by about 20 people. The present ventilation is provided by opening doors and windows, which is an undesirable solution because:

a. For security reasons, windows can be opened from the top only;
b. The resulting extremes of cold or hot stuffy air are neither comfortable nor healthful

Studies and Plans	$ 1,000
Construction	$ 9,100
	$ 10,100

A JUVENILE COURT - YGC 375 WOODSIDE AVE.
Installation of four urinals in existing toilets in Boys' Cottages, B-1, 2, 3, and 4, including furring of tile walls to accommodate plumbing and the connection to existing plumbing (water, drains and vents).

This installation was built without such accommodations.

Studies and Plans	$ 1,600
Construction	$ 8,500
Inspection	$ 700
	$ 10,800

B JUVENILE COURT - 375 WOODSIDE AVE.
To construct new toilet building of masonry construction with two toilet compartments, wash basins, etc., including plumbing and electrical work; to be located in Children's play area.

Personnel and volunteers supervising children at play complain that the lack of toilet facilities creates supervision problems.

Studies and Plans	$ 1,100
Construction	$ 4,700
Inspection	$ 700
	$ 6,500

C JUVENILE COURT - 375 WOODSIDE AVE.
To install stainless steel hoods and fans over steam tables in kitchens of Boys' Cottages 1, 2, 3 and 4; Girls' Cottages 1 and 2; and Children's Cottages 1, 2 and 3.

Condensation from kitchen steam tables is causing paint to peel and metal lath to rust; consequently plaster on walls and ceiling is deteriorating. To avoid constant repair and to keep these kitchens in sanitary condition, these hoods and fans are urgently needed.

Studies and Plans	$ 800
Construction	$ 6,300
Inspection	$ 500
	$ 7,600

D JUVENILE COURT - YGC 375 WOODSIDE AVE.
Provide metal enclosures for garbage cans in Boys' and Girls' Cottage corridors. These enclosures are to be constructed in five different locations recessed in corridor walls and partially exposed to the exterior with doors rustproofed and flytight.

This will provide a more orderly, clean and sanitary condition.

Studies and Plans	$ 800
Construction	$ 6,000
Inspection	$ 500
	$ 7,300

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A JUVENILE COURT - YGC 375 WOODSIDE AVE
Construct soiled linen containers for Nursery in corridors of Children's Cottages C-1, 2 and 3.

At present soiled linens are strewn on floor in corridor. These containers will provide a sanitary way of handling soiled linens.

Studies and Plans	$ 500
Construction	$ 3,500
Inspection	$ 300
	$ 4,300

B JUVENILE COURT - 375 WOODSIDE AVE.
To construct storeroom about 2,000 sq. ft. in conjunction with U. S. Government financed air raid shelter (which includes emergency water reservoir and electric power unit) in unexcavated area of Service Building of Youth Guidance Center.

Storage areas of present institution is inadequate. This project will satisfy the needs of the institution and the combining of this project with the construction of the air raid shelter will result in financial savings for the City.

Studies and Plans	$ 4,200
Construction	$ 41,500
Inspection	$ 2,100
	$ 47,800

C JUVENILE COURT - YOUTH GUIDANCE CENTER
Pave dirt area behind boys' cottages at Youth Guidance Center

The area behind the cottages is somewhat secluded, and attempts have been made by the boys to dig under the fence and escape. Paving will eliminate this possibility. Drainage is poor in this area, and water seeps under the floors of the cottages. Paving will eliminate this health hazard. Paving this area will provide a much-needed increase in play area. The center has been operating at over-capacity since 1957, and such space is essential.

Studies and Plans	$ 600
Construction	$ 6,000
	$ 6,600

D JUVENILE COURT - LOG CABIN RANCH
Install chain link fencing around four butane tanks.

Required by State of California Industrial Safety Orders to eliminate possibility of accident caused by motor vehicles backing into tanks, etc.

Construction	$ 1,400

E JUVENILE COURT - LOG CABIN RANCH
Provide mechanical ventilation to compressor room in kitchen

To eliminate overheating of refrigeration compressors.

Construction	$ 1,700

F JUVENILE COURT - LOG CABIN RANCH
To construct Administration Building as per Log Cabin Ranch Master Plan - approximately 3500 sq. ft., semi-fireproof construction consisting of Director's office, Staff offices, Counseling Rooms, Staff Assembly Room and general field and visitors' toilet facilities.

Present wood Administration Building is old, inadequate and a fire trap. The new building will provide planned space for proper handling of problem boys and visitors, as well as the much needed office and [illegible] area for the staff. The present [illegible] toilet is for removal from the new building layout and it is not [illegible] to include this facility within [illegible] facilities.

Studies and Plans	$ 7,500
Construction	$ 88,000
Inspection	$ 4,000
	$ 99,500

A JUVENILE COURT - LOG CABIN RANCH SCHOOL
Widen and resurface the remainder of the access road to Log Cabin Ranch School, La Honda, San Mateo County. 3,000 linear feet of widening and resurfacing. 9,000 linear feet of resurfacing.

The existing access road, privately built many years ago, is winding and in many parts dangerously narrow. The roadway surface is badly deteriorated and, as funds for maintenance have not been available, the surface continues to deteriorate.

Widening and resurfacing the access road will provide a safe,2-lane roadway for the only vehicular route to Log Cabin Ranch School.

Studies and Plans	$ 3,900
Construction	$ 47,600
	$ 51,500

B JUVENILE COURT - LOG CABIN RANCH
To construct canopy for weather protection of walkway as per Master Plan, approximately 600 lin. ft. by 8'-0" wide supported on pipe legs in concrete footings with weatherproof lighting.

Concrete walks have been finished, eliminating to some extent the mud problem, but during heavy rains the boys become soaked traveling to the various buildings.

Studies and Plans	$ 1,000
Construction	$ 10,000
Inspection	$ 500
	$ 11,500

C JUVENILE COURT - LOG CABIN RANCH

Remodel bathrooms in 2 staff houses.	$1,850
Remodel kitchens in 2 staff houses	$1,700
Replace floor furnaces in 2 staff houses	$1,550

Existing facilities inadequate

Construction	$ 5,100

D JUVENILE COURT - LOG CABIN RANCH
To construct Equipment Building, approximately 3,000 sq. ft. similar to other buildings in the group. There will be a storage area and an open shed type port for parking trucks, tractor and other rolling equipment.

Building will house the many vehicles and attendant equipment in use at the Ranch. At present much of this equipment remains out in the weather in various parts of the Ranch. This will provide a central parking area with storage facilities for spare parts, etc. This is in conformance with the Log Cabin Ranch Master Plan.

Studies and Plans	$ 2,700
Construction	$ 26,000
Inspection	$ 1,800
	$ 30,500

E JUVENILE COURT - LOG CABIN RANCH
Replace overhead wiring to water pump at Memigo Creek with underground conduit.

To eliminate storm damage to wiring

Construction	$ 1,900

A JUVENILE COURT - LOG CABIN RANCH
To construct Chapel Building approximately 2000 sq. ft. semi-fireproof construction to seat 50 persons with Office and toilet space, lobby, etc., complete with pews.

Original master plan included a Chapel-Assembly Wing as part of Project #1 - the Recreation Bldg. Requested appropriation was cut and the Recreation Bldg. was built without the Chapel-Assembly area. Since then the official population of inmates has increased from 55 to 86, which strains the inside recreation space to the limit. The various religious denominations hold counseling and services here amidst ping-pong tables, boxing ring, etc. With a modification of the Master Plan, the new Chapel Bldg. is proposed to be located some distance away from the Recreation Bldg. so as to offer peaceful surroundings for counseling, religious services and other activities.

Studies and Plans	$ 4,500
Construction	$ 40,000
Inspection	$ 2,200
	$ 46,700

B JUVENILE COURT - LOG CABIN RANCH
Install exterior lighting to Parade Area.

To improve lighting of Parade Area.

Construction	$ 1,350

COURT
C JUVENILE/- LOG CABIN RANCH
To construct Single Men's Staff House approximately 2,700 sq. ft. of semi-fireproof construction providing 12 sleeping rooms, central showers, toilets and living room.

The Ranch is quite remote from residential areas and it is difficult to obtain qualified personnel willing to commute this long distance. This facility would provide pleasant bachelor quarters and ease the serious problem of getting competent 24 hour supervision at the Ranch.

Studies and Plans	$ 7,500
Construction	75,000
Inspection	2,800
	$ 85,300

D FINANCE & RECORDS - PORT FUNSTON
Plans and studies for renovation of Tunnels and rooms between two present gun emplacements to be converted to storage area for records. Includes lighting, ventilation, doors, painting, toilet facilities, etc., as well as concrete work and patching.

Present space used for storage of records at 150 Otis St. is full to overflowing and other departments at 150 Otis St. are eager to expand into this area. The Ft. Funston underground structures would be ideal for this function. At the present time adequate records of present structures at the fort are not available. This item would allow architects to plan space requirements and make a proper estimate.

Studies and Plans	$ 1,500

E ELECTRICITY - TURK AND OCTAVIA ST.
Pave area around Central Fire Alarm Station for parking of City vehicles. Includes paving the red rock area and converting planted areas to parking areas.

Area around station is used on 24-hour basis and space is required for parking and storage of about 25 maintenance trucks assigned to such functions as police teletype, fire alarm system, traffic signals, and air raid sirens. Portion of area presently used for parking (accommodating about 10 vehicles) is covered with red rock. Dust and grit blown about by wind create a maintenance problem in battery room and repair shop ation of instruments within building. Present parking facilities are inadequate, and some vacant lots formerly used on Turk St., - a two-way zone. The proposed project will provide space for an additional 15 vehicles and will reduce nuisance caused by wind-borne dust to a minimum.

Studies and Plans	$ 1,300
Construction	16,450
	$ 17,750

A ELECTRICITY - JERROLD AVE. & QUINT ST.
New Maintenance Yard

Construction of a two-story building (first floor, 32,000 sq. ft., second floor, 10,000 sq. ft. - with machine, electric, radio, parking meter, traffic signal and paint shops, warehouse space and utility rooms on the lower floor, together with all necessary equipment. The administrative offices will be located over a part of the first floor. Also construction of truck ports and open storage facilities.

The Department of Electricity Islais Plant Yard is now located at 264 Golden Gate Avenue. This facility was provided in 1914 and has long since been inadequate to efficiently serve the needs of this Department because of normal expansion of Public Safety Fire and Police Communications, radio for various other departments, and Traffic Signal systems, and the added responsibility placed on the Department of maintenance and operation of the City's parking Meter System aggregating 12,500 meters. The Traffic Signal and radio systems have expanded considerably within the past five year period. Present planning calls for considerable future expansion in these systems. The Real Estate Department estimates that this property could be sold for approximately $100,000 and consequently be returned to the tax rolls.

At the present time the Department of Electricity is augmenting its facilities by the use of Fire Department property located at 315 Duncan Street. This property has been condemned and abandoned by the Fire Department and it is the intention of the Fire Department to dispose of this property when it is vacated by the Department of Electricity.

The Department of Electricity is also using leased space in a building at 1745 California Street to accommodate a part of the Traffic Signal and radio maintenance work, and further space at 276 Golden Gate Avenue to accommodate the Administrative offices and provide storage space. In addition to the obviously difficult task of maintaining efficient supervisory control over such widely scattered operations, the City must pay a monthly rental of $500 for the California Street Shops and $200 for the space at 276 Golden Gate Avenue.

In addition to the vehicles normally visiting the Department Yard daily, there are in excess of 619 City owned vehicles equipped with radio which must come to the Department for radio repairs. The Department of Electricity operates 38 cars and trucks in its daily maintenance work and in the course of future expansion additional vehicles will necessarily have to be added. The Plant building at 264 Golden Gate Avenue has been condemned by State and City agencies as a fire hazard and structurally unsafe. The proposed new Maintenance Yard will allow this Department to consolidate its major activities in a central location.

Funds were provided in the 1957-58 Budget for the purpose of compiling preliminary plans. The Department of Public Works has provided these plans and they have been approved by the Art Commission and the Planning Commission and this project is in conformity with the Master Plan. The proposed project has received the unqualified support of each Grand Jury since 1953.

Equipment	$ 126,600
Studies and Plans	$ 37,000
Construction	$1,501,400
	$1,665,000
Ad Valorem Taxes	$ 832,500

B ELECTRICITY - 276 GOLDEN GATE AVENUE
Constructing a paint spray booth; fireproofing walls and partitions as necessary to fireproof the oil storage room. Partitions and walls (metal studs, galvanized metal lining, furring and sheet rock), framing and mill work, doors, shelving, furnishing and installing a water wash type paint spray and a compressor, pipe and duct work, furnishing and installing explosion-proof electrical facilities, controls, lights, switches, conduits, and wiring.

Painting operations are now carried on in an unventilated building. The State Division of Industrial Safety and the San Francisco Fire Department have notified us that corrective measures are required. These include applying sheet rock siding to the building, installation of a paint spray booth with a ventilation system, and the installation of a sprinkler system and explosion-proof electrical facilities. The oil storage room is located under a wooden stairway which is the main exit for the approximately 30 men on the second floor. The application of sheet rock siding to this area is required to fireproof in accordance with the State and local fire regulations.

Studies and Plans	$ 2,750
Construction	$ 31,850
	$ 34,600

167

330

A ELECTRICITY - 276 GOLDEN GATE AVENUE
Canopy over gas pumps. Canopy 25' x 10'. Galvanized iron roofing, channel frame.

The construction of a canopy over the gas pump area will provide shelter and facilitate, especially in inclement weather, servicing of the trucks and other vehicles assigned to the shop. Requested to comply with minimum requirements demanded by State Division of Industrial Safety to eliminate existing fire and health hazards.

Studies and Plans	$ 500
Construction	$ 3,500
	$ 4,000

B FINANCE AND RECORDS - GEARY BLVD. AT MASONIC
Voting Machine Warehouse - New roofing, waterproofing, skylighting and interior painting.

An extension of the original remodeling of the old Geary Carbarn, and necessary to provide a weathertight roofing over the voting machines having a replacement value of over $3,000,000. Skylights with necessary painting will provide approximately 20 foot candles of general daylighting under average conditions in warehouse area.

Studies and Plans	$ 5,000
Construction	$ 54,500
Inspection	$ 3,500
	$ 63,000

C FINANCE AND RECORDS - GEARY AT MASONIC
Voting Machine Warehouse - New fluorescent lighting fixtures and lighting panel feeders to complete relighting.

Voting machines are set and adjusted in the warehouse. Lighting is inadequate and portable lights are impractical. Also certain of the fixtures are no longer operable. Completion of the lighting system will provide approximately 40 footcandles in the working area, 10 footcandles in driveways, and 5 footcandles in the general warehouse area. Since the building was designed as a carbarn, the electrical circuits are not adequate for a modern lighting system, and must also be replaced.

Studies and Plans	$ 2,300
Construction	$ 28,600
	$ 30,900

D WEIGHTS & MEASURES - QUINT & JERROLD STREETS
Meter testing facilities for Sealer of Weights & Measures. Removal of existing concrete curb and landscaping; construction of 10' x 15' x 9' reinforced concrete pit, floored over with open-type grating and bordered with pipe railing; furnishing and installing inside pit, 500 gallon steel pilot tank and 300 gallon steel receiver tank, with sight gauges, piping, fitting and hydraulically operated valves; furnishing and installing sump drainage for return pump and related appurtenances, automatic fire control system, electric service with related appurtenances.

Sec. 12210, Chap. 2, Div. 5 of Business and Professions Code required the Sealer of Weights & Measures to certify accuracy of meters on gasoline tank trucks. San Francisco is one of few remaining counties in California not equipped to perform this function. Whereas City requires service station and garage operators to give accurate measure to consumers, the Sealer of Weights & Measures is unable to verify the many complaints received from service stations and garage operators who claim short measure deliveries from oil companies. Requiring distributors to test their equipment is inconvenient and exceedingly expensive for the distributors because of high cost in travel time required to send the truck, driver and mechanic to adjust the meters at testing stations in other counties. In addition, in view of the fact that about 300,000,000 gallons of gasoline, having a wholesale value of $90,000,000 are distributed each year, it is evident that the proposed facilities are urgently needed to safeguard the interest of both distributors and service station and garage operators. The facilities will be located at Quint Street and Jerrold Avenue on surplus land within the Southeast Sewage Treatment Plant site. We learned from Mr. Leiter that no additional personnel will be required to operate the station and that the only additional expense will be for electrical power.

Studies and Plans	$ 2,150
Construction	$ 27,450
	$ 29,600

A PURCHASING - 15th & HARRISON STREETS
To provide exterior painting and weatherproofing for west side of Central Warehouse and to provide interior painting for Locker Rooms, Toilet Rooms, Private Offices and to provide overhead rail and chain hoist.

Painting of West wall (being more weathered than other walls) is badly needed because paint is deteriorating. Interior painting is required because these rooms have not been painted for quite a few years and paint is peeling. Overhead rail and chain hoist system is needed to handle heavy items.

Studies and Plans	$ 000
Construction	$ 7,500
Inspection	$ 500
	$ 8,000

B PURCHASING - QUINT ST. & JERROLD AVE.
Consolidated Shops To provide 1500 sq. ft. of steel mezzanine in storeroom of Building B; replace 8 sliding doors and 6 windows in Building A and B, and miscellaneous electrical alterations for Building A, B and C.

Steel mezzanine is required to relieve congestion and insufficient storage space. Present exterior sliding doors are too small for truck and auto passage. Windows are affected by alterations of doors. Additional electrical work to provide outlets in more suitable locations.

Studies and Plans	$ 2,000
Construction	$ 19,000
Inspection	$ 000
	$ 21,000

C PUBLIC WORKS - CITY HALL
Utilization of existing shafts (originally without elevators) for three new automatic elevators with all new equipment, cabs, doors and fronts; providing new fronts for shafts on opposite side of lobby.

Present elevators do not comply with State Elevators Safety Regulations and several accidents have occurred. New elevators are urgently needed to comply with Safety Regulations.

Studies and Plans	$ 14,000
Construction	$ 242,000
Inspection	$ 4,000
	$ 260,000

D PUBLIC WORKS - CIVIC CENTER POWER PLANT
Installation of a steam boiler and related facilities in the Civic Center Power House. 25,000 lbs/hr. steam boiler, induced draft fan, feed water pumps, central control equipment, blow down system, foundation, electrical service and miscellaneous alterations.

Present boiler capacity is not adequate to meet the Civic Center steam load demand. Past experience has indicated that the boiler pressure drops considerably when the load reaches a maximum, and returns to normal only when the load is reduced. The future addition of the City Hall Annex at 450 McAllister St. to the steam supply system will further increase this load, and with no standby boiler capacity available, could mean curtailment of steam supply when most needed if either of the present boilers fails. Curtailment of steam supply would affect all public buildings around the Civic Center Plaza connected to the steam supply system.

Studies and Plans	$ 8,000
Construction	$106,350
	$114,350

E PUBLIC WORKS - 450 MCALLISTER ST
City Hall Annex, 450 McAllister St. Add a cooling system to the existing heating and ventilating system serving the general office area on first floor. Includes a reciprocating cold generator complete with condenser, compressor, evaporator, cooling coil, piping and controls.

(Continued)

B PUBLIC WORKS - 450 MCALLISTER (CONTINUED)
Cooling equipment was omitted from the ventilation system recently installed in this area to conserve funds for more urgent purposes. The area (5600 sq. feet) has no windows and is normally occupied by 60 employees and often as many as 70 citizens on business, all under high intensity lighting. The maximum practical ventilation rate can only barely maintain comfortable conditions when the outside air is under 65° F. Space cooling is needed on almost all days of the year to assure efficient working conditions and reasonable comfort to the public.

Studies and Plans	$ 900
Construction	$ 9,100
	$10,000

A PUBLIC WORKS - 460 MCALLISTER ST
Division of Traffic Engineering, 460 McAllister St. Alter existing air conditioning system to provide fresh air supply; insulate ductwork to increase cooling effect; provide roof exhausters to remove stale air; provide a mechanical toilet room exhaust system.

Existing air conditioning equipment recirculates only the air in office; existing gravity roof ventilators are inadequate to remove stale, overheated room air and odors accumulating from an increase in lighting and occupancy load, beyond the capacity of the existing air conditioning systems. Existing toilet rooms have no mechanical exhaust system, thus violating Building Code regulations.

Studies and Plans	$ 950
Construction	$ 11,050
	$ 12,000

B PUBLIC WORKS - CITY HALL, 2ND FLOOR
Rooms 251, 254, 267, 269, 271, 273, 275, 275A, 284, and 286

To rehabilitate vacant space for use of overcrowded departments. (This space vacated by move of Bureau of Building Inspection and Central Permit Bureau to 450 McAllister Street.)

This is an effort to solve several pressing space problems in the City Hall as follows:

1. In order to provide needed expansion for the City Attorney along south corridor of 2nd floor (shown by separate capital improvement), it is necessary to move the Legislative Representative and the Controller's Audit Division to Rooms 254 and 251.

2. In order to provide needed expansion for City Planning (shown by separate capital improvement), it is necessary to provide quarters for Art Commission in Room 284.

3. The Chief Administrative Officer's files are currently kept in his secretary's office which is badly over-crowded; there is no space for CAO's accountant who has a temporary desk in the Recorder's office, and the Police Inspector assigned to the CAO has no desk or area assigned to him. It is therefore essential to establish an office adjacent to CAO's quarters - Room 286, for these personnel and the administrative records.

4. Approximately one-half of the personnel of the Bureau of Architecture are located on the 2nd and 3rd floors at 45 Hyde Street, where Blyth-Zellerbach Committee reports: "Working conditions, including light, ventilation, and heating, will be improved. These offices appear to be badly overcrowded. Immediate action should be taken even though these quarters are temporary."

To bring working conditions up to standard in this temporary wood frame building would be a major project, but the funds so expended would not solve the entire problem because, as also observed by the Blyth-Zellerbach Committee, for efficient management the Bureau should not be split with half of its personnel at Hyde Street and half at the City Hall. It is therefore planned to move this latter personnel of this Bureau to Rooms 267 thru 275A which will provide improved working conditions adjacent to the Bureau's City Hall personnel.

Studies and Plans	$ 6,700
Construction	$ 63,700
Inspection	$ [illegible]
	$ 72,[illegible]

A PUBLIC WORKS - ROOM 265 CITY HALL.
Provide fireproofing for present store room containing valuable permanent drawings of the Bureau of Architecture.

Original tracings of the Bureau of Architecture have a great value and could not be replaced if destroyed. Since no vault is available to the Bureau, it is essential that the present store room be fireproofed, also equipped with fire door.

Studies and Plans	$ 200
Construction	1,800
Inspection	100
	$ 2,100

B PUBLIC WORKS - 45 HYDE STREET
To provide new resilient covering for stairway and new nosings for stair treads; and to paint stairway and main entrance lobby.

Present stairway covering and tread nosings are worn and the walls are in need of paint making the passage into buildings and stairway hazardous. This is in keeping with the Blyth-Zellerbach Committee suggestion to improve conditions at this building.

Studies and Plans	$ 500
Construction	2,000
Inspection	200
	$ 2,700

C PUBLIC WORKS - CITY HALL, SECOND FLOOR - CHIEF ADMINISTRATIVE OFFICE
To provide additional office space for personnel of Chief Administrative Office, to be located in the second floor of City Hall, Room 288. Total floor area of offices 770 sq. ft.

The present floor space of the Chief Administrative Officer's office is inadequate. There is no space for C.A.O.'s Accountant who has a temporary desk in the Recorder's Office, and the Police Inspector assigned to the C.A.O. has no desk or area assigned to him. Also new office would provide needed space for files and administrative records.

Studies and Plans	$ 750
Construction	6,500
Inspection	250
	$ 7,500

D PUBLIC WORKS - CITY HALL, SECOND FLOOR - LEGISLATIVE REPRESENTATIVE
To provide new offices for Legislative Representative to be located in the second floor of City Hall, Room 251. Total floor area of office 500 sq. ft.

The present space occupied by this office now is needed by the City Attorney's office when they expand. Space for new office is available when Plumbing Inspector's office moves to 450 McAllister Street.

Studies and Plans	$ 400
Construction	4,000
Inspection	100
	$ 4,500

K PUBLIC WORKS - CITY HALL.
Install contactors and remote control system for City Hall Floodlights.

Install contactor and remote control for switching City Hall floodlights. Required to prevent wear on circuit breakers at main switchboard. Circuit breakers are wearing out rapidly due to switch surges. Installation of contactors will reduce maintenance cost and make automatic operation possible. This is a first step in the rehabilitation of the floodlight wiring. Floodlights were replaced 3 years ago.

Studies and Plans	$ 900
Construction	11,600
	$ 12,500

A PUBLIC WORKS - 2323 ARMY STREET - PURCHASING

Enlargement and revisions to existing yard and development of newly acquired property adjacent thereto under 3 alternate proposals, Alternate A of Purchaser's Storage Yard and Cement Storage Bldg., and Bureau of Street Cleaning Building, including related yard work; Alt A, plus construction of Purchaser's Warehouse with furnishings, equipment for handling materials, and appurtenances; Alt A and B, plus remaining development of the yard, including construction of Traffic Painting Building, additional Truck Ports, alterations to existing buildings, and a second floor to Administration Building.

Alt. C Includes: Construction of car ports and work spaces to accomodate 30 DPW trucks. Grading and paving the entire remaining area, and miscellaneous work such as yard lighting, sewage and drainage facilities. Construction of car ports to accomodate 12 traffic painting trucks, an area to wash and service metal paint stencils, and a storage locker room. Construction of car ports and work spaces to accomodate additional Sewer Repair vehicles adjacent to Building E. Alterations to Locksmith Shop Building C. Alterations for the expanded Paint Shop in Building C. Alterations for the expanded Electric Shop in Building B. Conversion of 2,400 sq. ft. of existing car port area into an Assembly Shop for the Bureau of Building Repair for temporary storage of numerous articles delivered by vendors for specific jobs. Addition of a 2,611 sq. ft. second floor on the Administration Building, and alterations to the first floor to provide additional utility and office space.

NEED AND JUSTIFICATION

ALTERNATE A

Construction of Purchaser's storage yard and Cement Storage Building, and Bureau of Street Cleaning Building, including related yard work.

Construction of a paved storage yard complete with material bins and loading platforms will make it possible for the City to dispose of the 23,000 sq. ft. site at 15th, Alameda and Harrison Streets valued at $110,000 by the Real Estate Dept. The cost of the work is less than the estimated value of the property. In addition, the site will be returned to the tax rolls. Construction of the metal storage building and the Bureau of Street Cleaning building will permit relocation of facilities and relieve overcrowded conditions in the existing yard.

COST . . . . . $ 100,000

ALTERNATE B

Work proposed under Alternate A, plus construction of Purchaser's Warehouse with furnishings, equipment for handling materials and appurtenances.

Construction of a 15,700 sq. ft. warehouse building will release as surplus the Purchaser's warehouse at Harrison and Alameda streets, thereby consolidating the indoor and outdoor storage. Time wasted in drawing materials from the yard will be eliminated, and savings to the City will result.

COST . . . . . $ 423,000

ALTERNATE C

Work proposed under Alternate A and B, plus remaining development of the yard, including construction of Traffic Painting Building, additional truck ports, alterations to existing building, and a second floor to Administration Building.

The existing limited facilities are not suitable for satisfactory or efficient operation of the various bureaus now located at the yard. Completion of Alternate C will provide the needed expansion of facilities at the yard and will make it possible for all bureaus to be moved to the yard.

In addition to the justifications outlined for Alternate A and Alternate B, work described in Alternate C will:

Allow consolidation of shop and storage activities of the Bureau of Street Cleaning.
Provide badly needed additional space for the various shops.
Provide proper facilities for storage and handling of equipment and material used by the traffic striping paint crews.
Provide additional space in the second floor addition to the Administration Building required by Bureau because of absorbing additional functions.
Provide for housing automotive and other equipment, thus relieving maintenance and operational costs.
Allow shop fabrication of piping and other assemblies with resultant economies over field assembly, and provide for the orderly coordination of materials for larger jobs so that when the work is scheduled to start all materials are assembled.

COST $1,696,000

(Continued)

A PUBLIC WORKS - 2323 ARMY STREET - PURCHASING (CONTINUED)

SUMMARY OF PROJECT COSTS

	ALTERNATE A	ALTERNATE B	ALTERNATE C
Purchasing Storage Yard (5% Gas Tax)	$ 50,000	$ 50,000	$ 50,000
Cement Storage Building	5,000	5,000	5,000
Street Cleaning Bldg. J (100% Gas Tax)	45,000	45,000	45,000
Misc. Yard & Road Work (50% Gas Tax)	8,000	8,000	32,000
Purchasing Warehouse (5% Gas Tax)		315,000	315,000
Traffic Painting Bldg. I (100% Gas Tax)			135,000
Truck Port Bldg. K (50% Gas Tax)			80,000
Truck Port Bldg. K 2nd Floor to Admin. Bldg. Alt. to Exist. Bldgs. (5% Gas Tax)			424,000
Totals	$108,000	$423,000	$1,086,000
Gas Tax	51,500	67,200	275,400
Ad Valorem Tax	56,500	355,800	810,600
	$108,000	$423,000	$1,086,000
Studies and Plans	$ 9,000	$ 67,000	$ 86,000
Construction	99,000	356,000	1,000,000
	$108,000	$423,000	$1,086,000

A PUBLIC WORKS - FIRST FLOOR - CITY HALL
Utilization of office space formerly occupied by Traffic Fines Bureau. The east wing is 1,925 sq. ft. The west wing is 1,450 sq. ft. The total space available is 3,375 sq. ft.

Desirable space for any department or departments requiring office space of this nature. This work is requested due to the reallocation of spaces at the City Hall.

Studies and Plans	$ 2,800
Construction	26,700
Inspection	500
	$ 30,000

B PUBLIC WORKS - 45 HYDE STREET, ROOM 204
To provide acoustical ceiling and partitions for typist room (70 sq. ft.), additional electrical receptacle outlets and lighting fixtures, shelving, cabinet work and replace present flooring with linoleum (approx. 2500 sq. ft.) for Bureau of Engineering, Specialty Section.

To improve operation efficiency of Engineering personnel and to provide required maintenance.

Studies and Plans	$ 700
Construction	5,000
Inspection	400
	$ 6,100

A PUBLIC WORKS - CITY HALL, THIRD FLOOR
To provide acoustical ceiling for Rooms 364, 367, 359B, 362A, 368C and 368G, and 26 lineal ft. of 8 ft. high partition for Room 368J in Bureau of Engineering including the adjustment of ceiling lighting fixtures.

To correct acoustics in these rooms and to improve operating efficiency.

Studies and Plans	$ 800
Construction	$ 3,400
Inspection	$ 400
	$ 4,600

B PUBLIC WORKS - 45 HYDE STREET
To provide additional ceiling light fixtures for corridors of second and third floors and to replace lighting fixtures for stairway.

Present stairway and corridors do not have proper lighting. These dark corridors and stairway are hazardous to occupants of the building. This would implement Blyth-Zellerbach suggestions for improvement in this building.

Studies and Plans	$ 500
Construction	$ 2,500
Inspection	$ 300
	$ 3,300

C PUBLIC WORKS - 45 HYDE STREET
Bureau of Architecture Drafting Offices, Rm. 310 and 318: Rearrange existing ceiling light fixtures and add new fixtures: 30 light fixtures for Rm. 310 and 10 for 318.

Present ceiling light fixtures for these drafting offices are inadequate. New lighting would increase lighting to 100 foot candles at drafting tables in accordance with current standards.

Studies and Plans	$ 500
Construction	$ 5,000
Inspection	$ 300
	$ 5,800

D PUBLIC WORKS - 45 HYDE STREET
Bureau of Architecture Drafting Offices - Rms. 310 and 318: To provide adequate ventilation for these two offices by means of exhaust fans and duct work.

These offices being located on the top floor of the building, become extremely hot and oppressive in the summer. An exhaust system will relieve this condition and improve operation efficiency.

Studies and Plans	$ 600
Construction	$ 5,000
Inspection	$ 300
	$ 5,900

E PUBLIC WORKS - 45 HYDE STREET
Bureau of Architecture Drafting Office, Rms. 310, 318 and 210: To provide accoutical tile ceiling and replace mastipave flooring with linoleum, 3000 sq. ft. in Rm. 310, 1350 sq. ft. in Rm. 318 and 520 sq. ft. in Rm. 210, including accoutical treatment in stenograph section of Rm. 310.

(Continued)

E PUBLIC WORKS - 45 HYDE STREET (CONTINUED)

Present mastipave flooring is worn. Acoustical tile ceiling is needed to help correct acoustics and improve operation efficiency. Acoustical treatment in mimeograph section is urgently needed to reduce noise flowing into drafting area.

Studies and Plans	$ 800
Construction	$10,000
Inspection	$ 300
	$11,100

A PUBLIC WORKS - 45 HYDE STREET
To provide a 3' x 3' electrically operated dumbwaiter (500 lb. capacity) including cutting, patching, enclosures, doors, fireproofing, etc.

For years occupants on the second and third floors have been encountering problems and receiving complaints regarding delivery of heavy packages. This dumbwaiter will relieve the situation to some extent.

Studies and Plans	$ 700
Construction	$ 8,500
Inspection	$ 300
	$ 9,500

B PURCHASING - CITY HALL
Improvements necessary to relocate Purchaser's Blue Print Section from 5th floor to basement area adjacent to Reproduction Bureau. (Removal of equipment from basement space and moving blue print equipment from 5th floor. New counters, sinks and equipment and extensive ventilation work.)

To overcome difficulties arising from the fact that there is no elevator service to the 5th floor where present blue print department is located. To unify the Reproduction Department in one area for purposes of efficiency and economy.

Studies and Plans	$ 4,000
Construction	$37,000
Inspection	$12,500
	$53,500

C ART COMMISSION - CITY HALL, SECOND FLOOR
To provide new offices for the Art Commission Staff to be located in the second floor of City Hall, Rooms 286 and 284. Total floor area of offices, 1230 sq. ft.

The present space occupied by Art Commission offices is needed by the City Planning Commission. Space is available at City Hall when Central Permit Bureau moves to 450 McAllister Street.

Studies and Plans	$ 1,000
Construction	$10,100
Inspection	$ 400
	$11,500

D MUNICIPAL COURT - CITY HALL, THIRD FLOOR
To provide acoustical materials on ceiling and walls of Room 300, Municipal Court Clerk's Office, approximately 3700 square feet, including adjustment of lighting fixtures.

To provide sound control for this big general office where the public files complaints and other legal matters.

Studies and Plans	$ 600
Construction	$ 4,000
Inspection	$ 400
	$ 5,000

A SUPERVISORS - CITY HALL
Offices of Board of Supervisors. Completion of heating, cooling and ventilation system. Installation of a compressor condenser unit, refrigeration piping, and additional ductwork as required to equip the heating and ventilation system to provide cooling also.

The original plans for the renovation of these offices called for the installation of a heating, cooling and ventilation system. When the contract was let, the equipment required for cooling was deleted because of insufficient funds. Performance of the work described above will complete the heating, cooling and ventilation system as originally planned.

Studies and Plans	$ 950
Construction	$ 8,250
	$ 9,200

B CONTROLLER'S OFFICE - CITY HALL, SECOND FLOOR
To provide new offices with additional floor space for General Audits Section of the Controller's office, to be located in the second floor of City Hall, Room 254. Total floor area of offices, 1025 sq. ft.

The present space occupied by this office now is needed by the City Attorney's Office when they expand. The present office space is too crowded for proper operation. Space for new office is available when Urban Renewal Section of Bureau of Building Inspection moves to 450 McAllister Street.

Studies and Plans	$ 850
Construction	$ 8,050
Inspection	$ 350
	$ 9,250

C CONTROLLER - CITY HALL, BASEMENT
General demolition and space rearrangement in the area now occupied by the Fire Department. Provide special loadbearing raised floor, new ceilings, lighting and special ventilating. Provide new toilet facilities, partitioning, etc., as required to adequately house data processing equipment and personnel.

To provide space and environmental changes as required to accommodate a modern data processing center for the City Controller's Department.

Studies and Plans	$ 35,000
Construction	$300,000
Inspection	$ 10,000
	$345,000

D ASSESSOR - CITY HALL, FIRST FLOOR
To provide a passageway and door to permit a second means of ingress and egress from the private office of the Assessor.

This passageway and door will route the Assessor and conferees (at time of conference in Assessor's private office) "in" and "out" of the office without disturbance to adjoining clerical area, which is now used as a passageway into this office.

Studies and Plans	$ 700
Construction	$ 2,000
Inspection	$ 300
	$ 3,000

A ASSESSOR - CITY HALL, FIRST FLOOR
To provide 30 movable counter partitions to be placed to the counter tops of the "Business Filings of Personal Property Demands" division and the "Veterans' Filings" division of the Personal Property Division.

This permits the taxpayer a certain degree of privacy from other taxpayers relative to questioning of the person filing Personal Property Declaration and the Veterans' Exemption Declaration during the overcrowded filing period.

Studies and Plans	$ 800
Construction	$ 4,500
Inspection	$ 400
	$ 5,700

B CITY PLANNING - 100 LARKIN STREET
To construct 40 lineal feet of partition in Zoning Division; to provide acoustical material on ceiling of two Planning Offices, one Zoning Office, and Secretary Office; to construct roll file in drafting room 3' x 5' x 8'.

To improve operation efficiency of the department.

Studies and Plans	$ 400
Construction	$ 2,900
Inspection	$ 300
	$ 3,600

C CITY PLANNING - 100 LARKIN STREET
To convert Art Commission Room into offices for City Planning Department personnel. Alteration consists of lighting, acoustical, ceiling and approximately 50 feet of partitioning, etc. This is contingent upon the moving of Art Commission to City Hall.

Additional office space is urgently needed to accommodate the increase in personnel. Through the last three years, personnel has increased from 27 to 42.

Studies and Plans	$ 700
Construction	$ 2,500
Inspection	$ 500
	$ 3,700

D CITY PLANNING - 100 LARKIN STREET
Replace lighting in Stenographer's Room

Existing lighting inadequate

Construction	$ 200

E CITY ATTORNEY - CITY HALL, SECOND FLOOR
To extend Room 206 to include all corridor space to location beyond Room 225. Expansion shall include Rooms 221, 223 and 225 for use by City Attorney's office. Additional floor area is 1,600 sq. ft. Area involved to be remodeled is 2400 sq. ft.

The increase in City's legal activities requires expansion of City Attorney's office floor space as well as Law Library.

Studies and Plans	$ 2,500
Construction	$21,000
Inspection	$ 1,000
	$24,500

A CITY ATTORNEY - CITY HALL
Improve lighting in Offices No. 1-2-3-4, corridors and Mens' Toilet Rm. of City Attorney's Office

Existing lighting inadequate, ranges from 15 to 20 foot candles; recommended foot candles: 50.

Construction	$ 1,800

B CITY ATTORNEY - CITY HALL
Installation of a system in the City Attorney's Office and law library for supplying tempered outside ventilating air consisting of a heating coil, filters and appurtenances, supply and exhaust fans, and approximately 500 linear feet of associated ductwork, with grilles and dampers.

The outer office and library of the City Attorney's Office has not outside windows. This area is occupied by ten regular employees, and as many as 15 lawyers using the library facilities, causing the air to become stale and stuffy. These conditions are not conducive to efficient work and are particularly unsuitable for the legal research done in the area both by city employees and by members of the legal profession. The proposed work is required to provide a healthful and comfortable working environment for those using this area.

Studies and Plans	$ 1,500
Construction	$12,800
	$14,300

C SUPERIOR COURT - CITY HALL, FOURTH FLOOR
To remove partition and re-locate counter, to improve lighting, and paint Room 480, including plaster patching, linoleum floor patching, re-wiring of light switches, etc.

To bring this office up to date and improve operation efficiency to meet the public.

Studies and Plans	$ 500
Construction	$ 1,300
Inspection	$ 200
	$ 2,000

D SUPERIOR COURT - CITY HALL
Replace lighting in Rm. No. 400 (Courtroom of Dept. 4 of Superior Court)

Existing lighting inadequate, measures from 10 to 20 foot candles; recommended foot candles: 50.

Construction	$ 1,800

E SUPERIOR COURT - CITY HALL
Replace lighting in Chambers, Anteroom & Hallway of Rm. 409 (Dept. 14 of Superior Court).

Existing lighting inadequate, measures 15 to 20 foot candles; recommended foot candles: 5 .

Construction	$ 1,100

F SUPERIOR COURT - CITY HALL
To provide book shelves in Judge's Chamber and in anteroom of Room 409, Dept. #14. Approximately 45 lineal ft., 4 shelves high.

To replace out-dated and hazardous bookcases.

Studies and Plans	$ 600
Construction	$ 2,300
Inspection	$ 300
	$ 3,200

A SUPERIOR COURT - CITY HALL
Air conditioning of 4th floor Superior Court courtrooms, rooms 411, 417, 418, 426, and 429. Provision of air conditioning equipment of 73 ton capacity, complete with ductwork, controls and associated equipment to serve the above courtrooms.

Only present means of cooling and ventilation of these five rooms is opening of small windows facing Grove St. This provides little air, and traffic noises disturb court proceedings. Because outside air in sufficient quantity cannot be provided, courtrooms often become stifling hot. Although an insulating tile ceiling was recently installed in skylight area of each courtroom to reduce amount of solar heat gain, air in courtrooms is still very stuffy and warm when court is in session. Installation of proposed air conditioning equipment will provide freedom from outside noise and will eliminate existing discomfort during court proceedings.

Studies and Plans	$ 9,200
Construction	$117,700
	$126,900

B FINANCE & RECORDS - CITY HALL
Consolidate two separate offices - Public Administrator-Public Guardian - to one location, approximately 2,800 square feet.

Public Administrator and Public Guardian should be in same office. Now they are separated in different locations only because of lack of space in present Public Administrator's office.

Studies and Plans	$ 2,500
Construction	$25,000
Inspection	500
	$28,000

C FINANCE & RECORDS - CITY HALL
Replace lighting in Main Floor and Mezzanine areas.

Existing lighting inadequate; measures from 10 to 20 foot candles; recommended foot candles: 50.

Studies and Plans	$ 900
Construction	$10,800
	$11,700

D TAX COLLECTOR - CITY HALL
Modernization of entire office area, particularly the tellers' areas, including the elimination of the outer "island" area and alterations to the lighting system.

The removal of the outer "island" area is required to allow more public waiting area, especially during tax paying periods. The modernization of the tellers' areas will result in a more efficient operation of the office.

Studies and Plans	$ 900
Construction	$ 8,000
Inspection	$ 500
	$ 9,400

K FINANCE & RECORDS - CITY HALL
Installation of a system in the license department of the Tax Collector's office, for supplying ventilation air; Separate air supply fan and associated ductwork, grilles, filters, etc.

The license department has 25 employees, occupying 1,850 square feet of floor space within larger area of Tax Collector's office. Existing ventilation system serving the larger area does not provide an adequate air supply to license department, with the result that its atmosphere is stale and stuffy. Although condition can be improved somewhat by leaving entrance doors from rotunda open, this remedy frequently creates cold drafts. It is necessary therefore to supplement existing ventilation system. Proposed work will provide a healthful and comfortable environment both for employees and public.

Studies and Plans	$ 820
Construction	$ 7,280
	$ 8,100

176

A FINANCE & RECORDS - CITY HALL
Registrar's Office. Rm. 158. Installation of 4 radiators complete with valves, traps and steam piping (400 ft.)

This room is without heating facilities. The above work will provide more suitable and comfortable working conditions for employees.

Studies and Plans	$ 500
Construction	$ 3,600
	$ 4,100

B PUBLIC WORKS - VARIOUS
Gunite (mortar) lining applied to interior of existing old brick or concrete sewers.

Projects:	Van Ness Ave., McAllister-Grove	$14,000
	Bush, Stockton - Taylor	$11,000
	Baker Outfall, north of Marina Blvd	$13,000

To repair and rehabilitate old brick or concrete sewers that show excessive wear, cracks, or voids in mortar or concrete.

Studies and Plans	$ 2,800
Construction	$35,200
	$38,000

C PUBLIC WORKS - VARIOUS
Sewers at various locations in front of City property, as needed. Approximately 600 feet of 12" or 15" VCP sewers and appurtenances.

For construction of sewers needed in connection with street work in front of City property. Necessary in order that the City meet its obligation for its share of cost of sewer work in Street Improvement projects involving City property.

Studies and Plans	$ 2,100
Construction	$22,900
	$25,000

D PUBLIC WORKS - VARIOUS
City aid for sewers in assessment projects at various locations as needed. Approximately 700 feet of 12-inch or 15-inch VCP sewers and appurtenances.

To enable City to pay for its legal portion of new sewers to be constructed under assessment procedure in order to reduce assessments to legal limits as provided by Charter.

Studies and Plans	$ 2,400
Construction	$27,600
	$30,000

E PUBLIC HEALTH - 17TH BETWEEN POND & PROSPER STREETS
A 15,000 sq. ft. two-story, Type I building to house public health facilities, including offices for physicians, public health nurses, sanitarians and mental health personnel. Center to have not less than 3 treatment rooms with dressing rooms, space for dental services, and a small laboratory area. A multi-purpose room to seat approximately 150 persons thus providing a community meeting area for after clinic hours. Provide off-street parking for 50 cars.

(CONTINUED)

E PUBLIC HEALTH - 17TH BETWEEN POND & PROSPER STREETS (CONTINUED)

This will be the DPH District Health Center #1 to replace the present center on Sanchez Street which is in rented quarters and does not contain a complete health center component. This is the first health center in the new program to decentralize public health services on a district basis, and to provide more and better facilities for new services designed to meet the emerging needs of our people. It is probable that the City will be eligible for reimbursement from State and Federal hospital construction funds up to 25% of the overall costs of the project including the land.

Studies and Plans	$ 47,000
Land	$ 16,500
Construction	$495,400
	$558,900

A PUBLIC HEALTH
A development plan for the Hospital system requires the collection and analysis of all pertinent data concerning the projected requirements of San Francisco General Hospital, Laguna Honda Home, Maagler Health Home, Emergency Services, and Contractual Services. The Development Plan shall be complete with program, sketches, schematic drawings, models, and detailed preliminary cost estimates, sufficient for a Bond Issue, and if practicable, phased in 2 to 5 increments.

Capital Improvement requests from the three principal Public Health institutions total in excess of $20,000,000 which includes several new buildings. This extensive building program would not permanently solve all of the problems of the three institutions. It is therefore apparent that a comprehensive analysis should be completed to determine a definite Development Plan for the three institutions and related services.

Studies and Plans	$250,000

B PUBLIC HEALTH - 101 Grove Street
Provide adequate windbreak and operating outward opening doors for main and side entrances.

Present doors swing inward; in case of panic these doors are hazardous and not in accordance with San Francisco Building Code.

Studies and Plans	$ 1,600
Construction	$13,000
Inspection	$ 600
	$15,200

C PUBLIC HEALTH - 101 GROVE STREET

To prepare studies, plans and construction, for a second exit from third floor auditorium to sidewalk.

Present Auditorium is in violation of the State and local Fire Codes.

Studies and Plans	$ 1,700
Construction	$17,000
Inspection	$ 1,000
	$19,700

D PUBLIC HEALTH - DIVISADERO & POST STREETS
A 15,000 sq. ft. two-story, Type 1 building to house public health facilities, including offices for physicians, public health nurses, sanitarians and mental health personnel. Center to have not less than 3 treatment rooms with dressing rooms , space for dental services, and a small laboratory area. A multi-purpose room to seat approximately 150 persons thus providing a community meeting area for after clinic hours. Provide off-street parking for 50 cars.

(CONTINUED)

D PUBLIC HEALTH - DIVISADERO & POST STREETS (CONTINUED)

This will be the DPH District Health Center #2 to replace the present centers at 2303 Greenwich St. and 2101 Sutter St., which are in rented quarters and do not contain complete health center components. This is the second health center in the new program to decentralize public health services on a district basis, and to provide more and better facilities for new services designed to meet the emerging needs of our people. It is probable that the City will be eligible for reimbursement from State and Federal hospital construction funds up to 25% of the overall costs of the project including the land.

	PROJECT COSTS	1962-63 REQUEST
Studies and Plans	$ 44,500	$ 44,500
Land	$155,000	$155,000
Construction	$462,400	
	$661,900	$199,500

A PUBLIC HEALTH - 101 GROVE STREET
New automatic elevators at main entrance.

Existing elevators are antiquated, slow and confusing to the public using them. They are constantly in need of repairs. These are old type elevators and stock is not carried for replacement of parts. These elevators do not meet the new State Elevator Code.

Studies and Plans	$ 6,000
Construction	$80,000
Inspection	$ 3,000
	$89,000

B PUBLIC HEALTH - 101 GROVE STREET
Survey for feasability to provide passage from Personnel Office, Room 100, to vacant adjacent room in the Emergency Hospital for additional storage space.

Present office is crowded and more space will make the work more efficient and provide the additional filing space required.

Studies and Plans $ 1,000

C PUBLIC HEALTH - HEALTH CENTER BLDG.
Replace lighting in following rooms:

1. Rm. 100 and Inner Office ($ 800)
2. Rms. 114, 116, 118, 120 and sub-offices (1,250)
3. Rm. 330 and sub-offices. (1,050)
4. Asst.Director of Public Health's Office. (150)

Existing lighting inadequate. Present illumination ranges from 8 to 20 foot candles; recommended foot candles 50.

Construction $ 3,250

D PUBLIC HEALTH - 101 GROVE STREET
Install Accoustical material in Rm. 330 and sub-offices therein at Health Center Bldg.

Required to reduce noise level in room.

Construction $ 1,500

17;

A PUBLIC HEALTH - 101 GROVE STREET
Alter entrance and exit to garage by chipping and refinishing to provide a larger curvature to the inclining driveway. Remove and replace cast iron floor gratings and do required patching.

Many cars drag and sustain damages on the inclining driveway due to the smaller wheels and lower center-of-gravity construction of the automobiles.

Studies and Plans	$ 400
Construction	$ 800
Inspection	$ 200
	$ 1,400

B PUBLIC HEALTH - 45 ONONDAGA AVENUE
Studies to determine feasibility for extending mezzanine floor to provide full second floor for extra office space.

The existing spaces are overcrowded and more space is required for efficiency and better operation of the Center.

Studies and Plans	$ 1,000

C PUBLIC HEALTH - 45 ONONDAGA AVENUE
1. Install exhaust fans in two toilet rooms, including electrical and sheet metal work.
2. Install sliding doors, with glass lights on upper half of doors, in existing opening between Waiting Room and Room 12.
3. On existing door, Room 11, replace upper wood panel with glass.

1. Existing gravity vents do not work properly causing discomfort.
2. Sliding doors are required to separate the Supervisors office from the noise and confusion of children and babies in the Waiting Room.
3. Glass panel in existing door is required to supervise activities in Waiting Room while door is closed to keep out noise.

Studies and Plans	$ 400
Construction	$ 800
Inspection	$ 200
	$ 1,400

D PUBLIC HEALTH - VICINITY BATTERY & CLAY STREETS
Harbor Emergency Hospital: New one-story Type I building with surgery, offices, male and female wards, etc., including garage, parking, etc.

With the new Golden Gateway Project there will be an increase in residence in the area, creating a need for an up-to-date hospital with modern facilities to meet new demands. Present hospital will be demolished to make way for the Golden Gateway Project.

Studies and Plans	$ 22,000
Land	$240,000
Construction	$216,000
Inspection	$ 8,000
	$486,000

E PUBLIC HEALTH - 135 POLK STREET
Provision of a heating and ventilating system for the administrative office at Central Emergency Hospital. Complete system, with fan, filters, heating coil, ductwork and controls.

(CONTINUED)

E PUBLIC HEALTH - 135 POLK STREET (CONTINUED)

There are three large windows in this office with sills about six feet above the floor. These windows are extremely difficult to open or close. When they are open, strong drafts are created and dust is blown in from the street. When they are closed the air in the room becomes very stuffy, stale and uncomfortable. A properly installed ventilation system will remedy these unhealthful conditions.

Studies and Plans	$ 550
Construction	$ 4,350
	$ 4,900

A PUBLIC HEALTH - HASSLER HEALTH HOME
Stand-By Generator. Construct 20' x 30' building and install 200 kw generator with diesel engine, control panel, automatic transfer switch, and wiring.

Required as emergency power supply for hospital. In the past, power failures have left the hospital without electric power for lights, boiler controls, elevators, refrigerators, etc., for as long as 5 hours.

Studies and Plans	$ 4,000
Construction	$67,000
	$71,000

B PUBLIC HEALTH - HASSLER HEALTH HOME
To remedy condition of exposed waste lines running overhead in main kitchen area.

This is recommended by the Chief Food and Sanitary Inspector.

Studies and Plans	$ 700
Construction	$ 4,000
Inspection	$ 400
	$ 5,100

C PUBLIC HEALTH - HASSLER HEALTH HOME
Repair slide damage to roadway drainage system for a portion of main access road. Repair and resurface main road, service roads and parking area. 6,000 linear feet of roadways.
200 linear feet of intercepting drains

The action of ground water which caused the roadway damage has not stopped. Serious hillside erosion adjacent to the main roadway is still occurring. The repair work will abate the damaging effect of ground water and will prevent a complete washout of a sizeable portion of the roadway.

Studies and Plans	$ 2,250
Construction	$29,450
	$31,700

D PUBLIC HEALTH - HASSLER HEALTH HOME
Emergency booster pump house. Construct steel panel building. Furnish and install piping. Install City-furnished pump.

The existing electric pumps for the domestic water and fire protection system are inadequate. When electric power is not available, no water can be pumped for emergency use in case of fire, or for other necessary purposes. A gas-operated pump, with a capacity of [illegible], will provide a source of water during emergencies when the electric power is out of service.

Studies and Plans	$ 825
Construction	$10,475
	$11,300

A PUBLIC HEALTH - HASSLER HEALTH HOME
Enlargement of Occupational Therapy area by constructing additional exterior walls with doorway and the joining of upper and lower Occupational Therapy Departments by means of a covered stairway.

To separate infectious TB patients and to create a means of circulation between upper and lower facilities for a more efficient and healthful operation.

Studies and Plans	$ 500
Construction	$ 4,500
Inspection	$ 300
	$ 5,300

B PUBLIC HEALTH - HASSLER HEALTH HOME
Installation of an automatic sprinkler system throughout hospital, except the basement areas in which there is already such equipment.

This is vitally necessary to prevent fire hazard because this hospital is taking care of many aged disabled patients; to meet State requirements in accordance to Health and Safety Code.

Studies and Plans	$ 3,000
Construction	$50,000
Inspection	$ 1,500
	$52,500

C PUBLIC HEALTH - LAGUNA HONDA HOME
Married couples Units - Reconstruct certain 2-bed rooms on Wards A-3 and A-4, Building A, providing two private units with sleeping, living, and bathroom facilities.

Provide private living quarters for certain married couples where both man and wife are patients at Laguna Honda Home.

Studies and Plans	$ 1,200
Construction	$12,000
Inspection	$ 2,500
	$15,700

D PUBLIC HEALTH - LAGUNA HONDA HOME
Ward Buildings A, B and C - This self-liquidating project consists of improvements necessary to provide State licensure for three wards in Building A, three wards in Building B, and four wards in Building C.

IMPROVEMENTS-WARD BLDGS A,B,C - This self-liquidating project will serve two general purposes:
1. To meet minimum requirements for State licensure of 3 wards in Bldg. A, 3 wards in Bldg. B and 4 wards in Bldg. C.
2. To make these wards suitable for complete hospitalization for bedfast patients for which there will be an ultimate need.
Requirements for purpose (1) includes the installation of a nurses' station, treatment room, washer and sanitizer for utensils, handrails and a nurses' call system. Requirements for purpose (2) includes all of the above-mentioned installations as well as dishwashing facilities, a ward dining room, a public address system, telephones, utility room grab bars, etc. Minimum improvement requirements for licensure (1) are necessary to continue payment by the State under categorical aid programs for residents occupying these areas. Failure to obtain such licensure means loss of several hundred thousand dollars per year in revenues to the City and County made possible by such licensure.
The eventual need for using these areas for completely bedfast hospital patients is indicated from past experience and the increase in the number of aged and chronically ill in San Francisco.

Studies and Plans	$ 15,000
Construction	$234,000
Inspection	$ 26,000
	$275,000

A PUBLIC HEALTH - L H H - M & O BLDG.
Replace 6" main cold water line in the existing pipe tunnel connecting Bldg. M&O with the Main building, including installation of booster pumps complete with automatic controls in the basement of Bldg. M&O, all to supply a maximum flow of 1500 gpm at a minimum pressure of 60 psi in the main lines.

Replacement at this time will help prevent costly repairs or possible rupture of the existing deteriorated main tunnel piping, and will also increase the capacity of the system to meet properly the existing heavy demand loads at peak usage.

Studies and Plans	$ 4,000
Construction	$50,800
	$54,800

B PUBLIC HEALTH - L H H,M & O BLDG.
Replace hot water heaters, pumps and related piping and controls in basement M&O Bldg.

Replacement at this time will help prevent costly repairs or possible total breakdown of the existing deteriorated piping and equipment. Increased capacity of the system is needed to meet properly the existing heavy demand loads at peak usage.

Studies and Plans	$ 1,800
Construction	$23,200
	$25,000

C PUBLIC HEALTH - S. F. GENERAL HOSPITAL BLDG. 90
Provide new toilet, shower and lavatory facilities in new location on four patient floors. Alter old toilet areas for bath tubs and existing rooms.

The piping in existing toilets is so poor it cannot be repaired. Toilet facilities must remain in use so new facilities will be installed across hallway in bath tub area. When new facilities are complete old areas will be altered to accommodate tubs and existing rooms.

Studies and Plans	$ 11,000
Construction	$ 95,000
Inspection	$ 6,400
	$112,400

D PUBLIC HEALTH - S. F. GENERAL HOSPITAL BLDG. 6
An area of approximately 3000 square feet will be remodeled for X-Ray film storage. New metal storage racks will be installed and adequate lighting and ventilation will be provided.

The existing file room is completely inadequate because of shortage of space and increasing volume of work. Due to overcrowded conditions, films cannot be readily located. Additional space and a revised layout will result in a more efficient operation. The Accreditation Board of the American Hospital Association has requested that this be done.

Studies and Plans	$ 1,800
Construction	$34,200
	$36,000

E PUBLIC HEALTH - S. F. GENERAL HOSPITAL BLDG. 100
Shear walls on 2nd & 3rd floors of Isolation Building 100

The installation of these shear walls will complete the structural strengthening of this area of buildings. This work cannot be done until the completion of TB 60 which is scheduled for February 1962.
The work must be done now if this building is to remain occupied, section 460, Hospital Licensing Act.

Studies and Plans	$ 1,750
Construction	$17,750
Inspection	$ 1,000
	$20,500

A PUBLIC HEALTH - U. F. GENERAL HOSPITAL, KITCHEN
Revise gas range area to provide for new ranges and hood. Relocate coffee and tea urns and miscellaneous equipment.

Continued use of existing ranges is dangerous because of blow backs when they are lighted and because of grease fires from the hoods and flues, which are too small and are hard to clean. Flooring beneath coffee and tea urns is very unsanitary. This work must be done for safety and health reasons alone even if no other kitchen remodeling is done for central tray service.

Studies and Plans	$ 3,000
Construction	$30,000
	$33,000

B PUBLIC HEALTH - U. F. GENERAL HOSPITAL, WARD 12 IN WARD BLDG. 10
Alteration of 2nd floor of Ward Bldg. 10 to provide for intensive care unit and neurosurgical Ward. Provision for oxygen, and examining light for all bed positions. Additional outlets for intensive care equipment, and provision of water for mechanical kidney machine.

Existing recovery area is over-crowded and has only makeshift provisions for patient care. By providing this larger and more functional area improved patient care will result.

Studies and Plans	$ 2,600
Construction	$21,600
	$24,200

C LIBRARY - MAIN LIBRARY
Overall architectural programming for renovation of Library properties in conformance with recommendations by consultant, Emerson Greenaway, to utilize services of an architect or architects to prepare a long range program for entire library system.

To implement some of the primary recommendations of Mr. Emerson Greenaway who served the City as a Library Consultant. This is an obvious first step to orderly future development.

Studies and Plans	$ 8,000

D LIBRARY - MISSION & COTTER STREETS
New Branch Library for Excelsior District to be of wood frame construction with brick or stucco exterior; 5500 sq. ft. of floor area to include Reading Room, Browsing Room, Adult and Children's Reading Areas, staff and work rooms, etc.

Present branch library is in small rented quarters and is outmoded and inadequate to serve this thickly populated district.
($60,000 for land and $10,000 for studies and plans were appropriated in 1961-62)

Construction	$180,000
Inspection	$ 10,000
	$190,000

E LIBRARY - VICINITY GEARY & SCOTT
1. New Western Addition Branch Library to be of wood frame construction with brick or stucco exterior; 5,500 square feet of floor area to include Reading Room, Children's Area, Staff and Work Rooms, etc.
2. Moving of playground for Recreation and Park Department.

1. Predicated on the Western Addition being redeveloped, the City Planning Department recommends a new branch library to serve the area which is expected to have a rapid growth. ($10,000 for studies and plans were appropriated in 1961-62).
2. Transfer of land from Recreation-Park Department.

Construction	$180,000
Inspection	$ 10,000
Playground Contingencies	$ 20,000
	$210,000

A LIBRARY - PARK BRANCH LIBRARY
Replece lighting in Main Reading Room.

Exieting lighting inadequate, ranges from 15 to 25 foot candles on table tops; recommended foot candles 50.

Studies and Plans	$ 900
Construction	$10,400
	$11,300

B LIBRARY - CHINATOWN BRANCH LIBRARY
Replace lighting in Adults' and Childrens' Reading Rooms.

Exieting lighting inadequate, ranges from 10 to 20 foot candles on table tops; recommended foot candles 50.

Studies and Plans	$ 950
Conetruction	$10,150
	$11,100

C LIBRARY - NOE VALLEY BRANCH LIBRARY
Replece lighting in Adults' and Childrens' Reading Rooms.

Existing lighting inadequate, ranges from 10 to 15 foot candles on table tops; recommended foot candles 50.

Studies and Plans	$ 1,000
Conetruction	$13,000
	$14,000

D LIBRARY - 351 - 9TH AVENUE
Richmond Branch: Remove and relocate counters on either side of front entrance and on Main Reading Room, including related work.

To provide a better and more flexible reading area.

Studies and Plans	$ 600
Conetruction	$ 2,800
Inspection	$ 200
	$ 3,600

E LIBRARY - 1305 - 18TH AVENUE
Sunset Branch: Remove and relocate counters on either side of front entrance and on Main Reading Room, including related work.

To provide a better and more flexible reading area.

Studies and Plans	$ 600
Construction	$ 2,600
Inspection	$ 200
	$ 3,400

F LIBRARY - 3150 SACRAMENTO STREET
Presidio Branch: Remove and relocate counters on either side of front entrance and on Main Reading Room, including related work.

To provide a better and more flexible reading area.

Studies	$ 600
Construction	$ 2,600
Inspection	$ 200
	$ 3,400

A LIBRARY - 1135 POWELL STREET
Chinatown Branch: Remove and relocate counters on either side of front entrance door, Main Reading Room, including related work.

To provide a better and more flexible arrangement of reading area within this heavily used branch library.

Studies and Plans	$ 600
Construction	$ 2,600
Inspection	$ 200
	$ 3,400

B LIBRARY - 451 JERSEY STREET
Noe Valley: Remove counter section opposite charging desk, top of entrance stairway, including related work.

To provide a better and more flexible circulation and reading area.

Studies and Plans	$ 500
Construction	$ 2,200
Inspection	$ 200
	$ 2,900

C LIBRARY - 1001 GREEN STREET
Golden Gate Valley: Install acoustical ceiling, downstairs meeting room; paint plaster walls and cement floor.

To provide badly needed meeting space for both library and neighborhood activities. The room in its present condition has been used for a number of years but because of acoustics and the general finish of the room is unsatisfactory for most meeting purposes.

Studies and Plans	$ 400
Construction	$ 2,800
Inspection	$ 300
	$ 3,500

D LIBRARY - GOLDEN GATE BRANCH LIBRARY
Replace lighting in Meeting Room in Basement.

Existing lighting inadequate, ranges from 5 to 14 foot candles on table tops; recommended foot candles: 50.

Construction	$ 820

E LIBRARY - CORTLAND AVENUE AT ANDOVER
Bernal Branch Library - 200 linear feet of chain link fencing about 4 feet high with gate.

To protect landscaping from damage by vandals.

Studies and Plans	$ 400
Construction	$ 1,000
Inspection	$ 200
	$ 1,600

F LIBRARY - 351 - 9TH AVENUE
Richmond Branch - approximately 11,000 square feet of parking area and driveways of asphalt paving over crushed rock, including provision of posts and chain for driveway entrances, bumper strips, curbs, paint stripes, lighting standards, demolition and removal work, etc.

Shortage of street parking. Converting the 10th Avenue lawn area (rear of building) into parking space to accommodate 20 cars.

Studies and Plans	$ 900
Construction	$ 8,200
Inspection	$ 500
	$ 9,600

A LIBRARY - 39TH AVENUE & ORTEGA
Raise curbs on certain planting areas, add top soil and adjust planting to suit.

This would eliminate children riding bicycles through planted areas.

Studies and Plans	$ 700
Construction	$ 3,500
Inspection	$ 300
	$ 4,500

B LIBRARY - MISCELLANEOUS LIBRARIES
Replace electric entrance service and panels at the following branch libraries:

Golden Gate Valley Branch:	($1,000)
Mission Branch:	(1,200)
Presidio Branch:	(950)

Existing service and panels inadequate to safely supply increased electrical load resulting from improving the illumination in the reading rooms.

Construction	$ 3,150

C LIBRARY - GOLDEN GATE BRANCH LIBRARY
Replace metal doors at main entrance.

Existing doors somewhat heavier than normal weight doors and thus require more effort to open.

Construction	$ 800

D LIBRARY - MAIN LIBRARY
Present storeroom, Main Library, to be utilized for an additional public or non-public department. This work to include lighting, flooring, painting, heating and ventilation.

Utilization of present storeroom for more important library functions. There is a shortage of space throughout building for proper public service. To meet increasing needs we are embarking on a program of subject departmentalization. Funds for the first subject departments were allowed in the 1961-62 budget.

Studies and Plans	$ 5,000
Construction	$50,000
Inspection	$ 3,000
	$58,000

E LIBRARY - MAIN LIBRARY
Provision of heat for the 5th, 6th and 7th floors of the stack area with a steam radiation system.

At present there is no means of heating the above three floors of the stack area, and as a result the area is frequently cold. Installation of steam radiation as proposed above will provide adequate heat for the area in question.

Studies and Plans	$ 650
Construction	$ 6,750
	$ 7,400

ITEM

A — Annual Salary Increment

B — New Employee at Lower Rate

C — Overtime Allowance - For overtime essential for emergencies which occur after normal working hours for:

(a) Engineer in charge of Sewage Pumping Stations to check abnormal conditions beyond the scope of the operating personnel.

(b) An operator to assist in handling unforeseen operating and maintenance problems which cannot be handled alone by the operator on shift.

(c) An operator to continue on next shift when relief fails to report for work.

Estimate:

(a)	For one Class 0.16o.1 Asst.Engineer I Electrical 16 hours @ $6.45 per hour = 103.20	Say	$ 103
(b)	For Class 0.168.1 Operating Engineer 10 stations @ 3 man-hours per station = 30 hours @ $5.06 per hour = $151.80	"	152
(c)	For Class 0.166.1 Jr. Operating Engineer 4 stations @ 4 man-hours per station= 16 hours @ $4.48 per hour = $71.68	"	72
	Total Overtime Allowance		$ 327

D — Holiday Allowance - Salaries for sewage pumping station personnel for 12 holidays plus holiday allowance for Good Friday.

Estimate 12 Holidays:

(a)	Class 0.168.1 Operating Engineer 31 man-day shifts @ $40.44 per man-day = $1253.64	1254
(b)	Class 0.166.1 Jr.Operating Engineer 82 man-day shifts @ $35.87 per man-day = $2941.34	2942

Estimate 1/8 Holiday (Good Friday)

(a)	3 Class 0.168.1 Operating Engineer @ 3 hrs. ea. = 1 1/8 man-day shifts @ $40.44 per man-day = $45.50	46
(b)	5 Class 0.166.1 Jr. Operating Engineers @ 3 hrs. ea. = 1 7/8 man-day shifts @ $35.87 per man-day = $67.24	68
(c)	1 Class 0.16o.1 Asst.Engr. I Electrical 3/8 man-day shift @ $51.59 per man-day = $19.35	20
		$ 4330
	Add 5% for probable salary rate increases	216
		$ 4546

ITEM

A

Temporary Salaries

To provide salaries for temporary personnel during vacations, sick and military leaves.

It is the policy of this Bureau to provide a relief for each junior and operating engineer on shift.

The stations and districts have a minimum of employments necessary for proper operation and maintenance. Operating with less than this number will mean risks, (a) equipment maintenance will be deferred and might result in breakdown and reduced life, (b) lack of operation might cause deposits and odors and (c) breakdown of automatic equipment might cause a station to by-pass with the resultant discharge of raw sewage to the receiving waters in violation of State law.

Requested by Department	$4568
Approved by Ch.Administ.Officer	4120

Estimate:

(1)	Vacation Leave Relief	
	(a) Class 0.168.1 Operating Engineer 3 @ 3 weeks normal time =	
	9 weeks @ $122.31 per week = $1100.79	$1101
	(b) Class 0.166.1 Jr.Operating Engineer	
	5 @ 3 weeks normal time = 15 weeks	
	2 @ 2 -do = 4 "	
	3 @ 3 weeks premium time = 9 "	
	19 weeks @ $98.08 per week = $1863.52	
	9 " @ 104.21 per week = 937.89	2802
(2)	Sick Leave based on past expenditures	270
(3)	Military Leave Relief	
	1 Class 0.168.1 Operating Engineer (E.W.Whitehead)	
	2 weeks @ $122.31 per week = $244.62	245
(4)	Leave without Pay for less than payroll period	150
	Total Temporary Salaries	$4568

B

To provide for the installation and service of a crankcase blow-by device for one automobile as estimated by the Purchaser of Supplies.

Installation of Blow-by Device	$16
5000 mile service	2
10000 mile service	3
	$21

C

Auto Maintenance & Repair P/S

To provide maintenance and repair of one City-owned automobile for Engineer in charge of Sewage Pumping Stations.

Check if estimate is computed by Mayor's Formula.

600 Miles per month x 12 months = 7200 miles
7200 Miles @ .036 per mile = $259.20

Requested by Department	$260
Approved by Chief Administrative Officer	230

ITEM

A Maintenance & Repair of Equipment
To provide maintenance and repair of equipment at 15 Stations by Purchasing Department machinists and for contractual service by others for maintenance and repair of metering equipment. The maintenance program (a) increases life of equipment, (b) assures continuous operation, (c) prevents serious damage to Stations and (d) prevents overflow of sewage to bay and ocean waters. Estimate $4775

Estimate

(a) Miscellaneous, unforeseen and urgent repairs of equipment for:
6 Stations @ 4 man-days per station = 24 man-days
5 Stations @ 5 " " " = 25 "
4 Stations @ 2 " " " = 8 "
57 Man-days @ $50 per man-day (material included) = $2850

(b) Repair to #1 & #2 pumps at Commercial St.
20 Man-days @ $50 per man-day = 1000

(c) Maintenance & Repair of flow-metering equipment by others: (Based on prevailing rates including time and materials)
5 Receivers and transmitters @ $75 per combination = 375

(d) Maintenance & Repair of recording-current instruments by others: (Based on prevailing rates including time and materials)
11 Instruments @ $50 each = 550
$4775

The sum of $1925 is requested for repair of specific equipment in 1962-63. This is a decrease of $455 from the cost of repair of other items scheduled for 1961-62.

B Heat, Light & Power - P/U
To provide funds for electrical heat, light and power for 15 sewage pumping stations.

Estimate: Based on estimate submitted by Bureau of Heat, Light and Power, P.U.C.

C Maintenance & Repair of Specialized Structures & Processing Systems
For maintenance and repair of specialized structures and processing systems other than buildings.

126 days of electrician to service and repair motors, electrical switch gear, etc. to prevent breakdown of pumping equipment and resulting contamination of recreation areas by raw sewage.

126 x $33.79 plus 54% Overhead $5960

D Engineering Services - To provide the Sewage Pumping Division with experienced personnel necessary for vacation relief of Engineer-in-Charge of Stations.

Estimate: 1 Class 5504 Asst.Engineer I, Electrical
3 weeks @ $171.92 per week = $515.76 $516

ITEM

Automobile Allowance - For the use of 3 employees cars for supervision and maintenance assignments for 15 stations as no City vehicles available.

1 Car @ 320 miles per month x 12 months = 3840 miles
1 Car @ 330 " " " x 12 " = 3960 "
1 Car @ 390 " " " x 12 " = 4680 "

Total 1040 miles per month x 12 = 12,480 miles per year
12,480 miles @ .10 per mile = $1248 : Say $1250

B **Tools, Shop & Janitorial Supplies** - To provide miscellaneous small tools, shop and janitorial supplies for 15 sewage pumping stations.

Tools (Small)		$131
Shop Supplies		
Electrical	$ 529	
Mechanical	458	
Miscellaneous	50	
Safety	105	
Structural	215	1357
Janitorial Supplies		
Cleaning Implements	88	
Cleaners, Disinfectants, Insecticides & Soaps	175	
Miscellaneous	25	
Paper Cups, Tissues & Towels	47	
Water (Drinking)	52	387
Requested by Department		$1875
Approved by Chief Admin.Officer		1750

Of the $1875 requested for Shop and Janitorial Supplies, the sum of $382 for Shop and $11[illegible] for Janitorial Supplies are required to bring inventory to stock level. The balance of $1379 is for normal yearly requirements.

All supplies listed are essential for continued operation. Some purchases will be deferred be cause of reduced appropriation in 1961-62. This might result in not being able to do essential work by operating personnel and will increase the overall cost of operation.

C **Replacement Parts** - To provide necessary parts for electrical and mechanical equipment which are [illegible] or items and cannot be readily obtained from local stock on short notice. It is necessary [illegible] addition to present stocks to assure continuous operation.

Electrical		
Controls	$ 515	
Metering	75	
Miscellaneous	75	
Starting Equipment	120	
Switchgear	165	
Valves	70	$1020
Mechanical - Miscellaneous		[illegible]
Total Replacement Parts		[illegible]

ITEM

A Fuels & Lubricants - P/B
To provide fuel and lubricants for one automobile and two gasoline engine driven pumps, and for lubricants and cleaning solvents for motors, pumps and other auxiliary equipment.

Estimate:
(1) For one automobile (If computed by Mayor's Formula) 7,00 miles @ 2¢ per mile - $ 144
(2) For Commercial St. and Fillmore Street gasoline driven pumps - 900 gals @ 20¢ per gal. = 180
(3) For lubricants and cleaning solvents for pumps, motors and auxiliary equipment at 15 stations. (a) Lubricants (oil) for 20 pumps-190 gals. @ 55¢ per gal. = 105
(b) Lubricants (grease) for 20 pumps-20 lbs. @ 40¢ per lb. = 8
(c) Special lubricants for 120 pieces of auxiliary equipment - 30 gals. @ $1.00 per gal. = 30
(d) Cleaning solvent for 15 stations-110 gals. @ 30¢ per gal. = 33
Total Fuel & Lubricants $ 500

B Metal File Cabinets (New) - For new Drumm Street Pumping Station.
To be utilized for storage of station documents and records.
2 - Metal (4 drawer) file cabinets @ $105 each $210

C Metal Lockers (New)
For new Drumm Street Pumping Station.
To be utilized by personnel for personal clothing.
2 - Double metal wardrobe lockers @ $75 each $150

D Work Bench (New) - For new Drumm Street Pumping Station.
To be utilized for mechanical and electrical use during maintenance and repair of equipment. $ 250

E Testing Equipment (New) - For Sewage Pumping Station Division.
To be utilized for testing electrical equipment and circuits to locate and correct grounding and electrical faults. $ 100

F Portable Electric Range (New) - For new Drumm Street Pumping Station.
To be utilized by personnel for meals during shifts.
1 Hot plate, 2 burner portable electric range $30.

ITEM A

Pump & Motor (New)
For a pump and electric motor to assist in the removal of sand accumulations from the sump at Yosemite Pump Station. Under present conditions, it is necessary to remove the sand from this sump 3 to 4 times per year. Each removal requires the use of an Eductor Crew and a Sewer Cleaning Crew from the Sewer Repair Division and takes from 5 to 8 days. The pump will eliminate the need for theEductor Crew which represents a saving of 15 to 32 days per year, which could be utilized for the catchbasin cleaning program.

Cost per day for one Eductor Crew $100

Cost per year for one Eductor Crew $100 x 32 = $3200

Cost of installation of 1 Pump and electric motor will be liquidated during the first year of use by savings in cost of Eductor Crew time normally required for this operation. $2200

B

Equipment (New)

Items for new Drumm Street Pumping Station due to go into service July 1963.

Priority	Code	Description	New
1	414	Pump and Motor	$2200
2	406	Work Bench	250
3	422	Portable Elec.Range	30
4	402	Metal File Cabinets	210
5	406	Metal Lockers	150
6	420	Testing Equipment	100
			$2940

ITEM

A — Annual salary increment

B — New employees at lower rate

C — Reclassification of positions to higher rate

D — One less working day in 1962-63 than in 1961-62

E — Overtime Allowance - For emergency overtime for monthly employees, and overtime for supervisors to check employee performance.

North Point	Richmond-Sunset	Southeast	Total
902	822	926	2650

Item 1. Based on previous experience.

Item 2. Under present civil service procedures, it is very difficult to obtain temporary operators to cover absenteeism from illness on night and weekend shifts. This item is in accordance with the Blyth-Zellerbach recommendation for more sewage treatment plant overtime funds to handle absenteeism on these shifts.

Item 3. For unscheduled spot checks at the 3 treatment plants by Chief Operating Engineers during the 128 hours per week outside the normal 40 hour per week Chief Operating Engineers work schedule when employees are unsupervised.

1.	Emergency overtime	1180
2.	10 shifts x 35.87 plus 5 shifts x 40.44	562
3.	3 plants x 4 hr x 12 mo. x 6.30/hr	908
		2650

F — Holiday Allowance - Holiday pay for operating personnel on legal holidays and Good Friday necessary for continuous operation.

Plant	No.Hol.	0.166.1 @ 15.87/shift Shifts per day	Amt.	0.168.1 @ 40.44/shift Shifts per day	Amt.	0.172 @ 50.42/shift Shifts per day	Amt.	Total Amt.
NP	12-1/8	9	3915	3	1471			5386
	4*					1	202	202
								5588
RS	12-1/8	3	1305	3	1471			2776
	4*					1	202	202
								2978
SE	12-1/8	12	5219	3	1471			6690
	4-1/8**	3	444	3	501			945
	4*					1	202	202
								7837

Increase over 1961-62 due to increased salary rates. Total $16,403

* For supervision on 4 holidays not observed by per diem employees.
** To operate filters on 4 holidays and Good Friday not observed by hauling contractor.

ITEM
A

Overtime - Extended Work Week

One L-130 Water Chemist at each plant 4 hours on Saturdays to complete bacteriological tests commenced during the week and perform essential chemical analyses which cannot be postponed from Saturday to Monday.

WP	- 1 Chemist x 52 Saturdays x 4 hrs. x $5.19/hr =	$1080
RS	Same	1080
SE	Same	1080
		3240
Add 10% for probably salary increase		324
Requested by Department		$3564
Approved by Chief Administrative Officer		3400

Assignment to this work is rotated among the six water chemists employed by the Division.

The increase over 1961-62 allowance is due to salary increases.

ITEM A

Temporary Salaries
For temporary employments to replace permanent operating personnel as follows:

(1) Vacation leave

(2) Other leave such as sick leave and military leave with pay and leave without pay for less than one payroll period.

	NP	RB	SK	TOTAL
Vacation Leave Relief	6632	3318	11917	21897
Other Leave Relief	1772	887	3192	5851
	8404	4205	15139	27748

The increase over the 1961-62 request is due to salary increases and additional vacation relief for deferred vacations being taken in 1962-63.

Vacation leave relief is based on the following rates and it is assumed that the premium weeks will be 2/3 of the total weeks:

0.166.1 day rate $98.08 per week; Premium rate $101.21 per week

0.168.1 " $129.31 " " " $129.95 "

These rates assume that 0.166.1 reliefs are at the beginning rate for that classification. Since 0.168.1 relief jobs are filled promotionally the rates used above are those which would be paid to an 0.166.1 who had reached his maximum rate.

Other leave relief is computed at 1.43% of straight time salaries for these classifications. This is based on the experience of the 3 fiscal years 1954-57 when the average other leave relief was 1.43% of straight time.

Vacation Relief

	No. Emp. 2 Wks	No. Emp. 3 Wks	Total Def Wks	Day Rate Wks	Day Rate Amt	Prem Rate Wks	Prem Rate Amt	Total Wks	Total Amt
North Point									
0.166.1	10	5	-	12	1177	23	2397	35	3574
0.168.1	1	6	4	8	979	16	2079	24	3058
									6632
Richmond-Sunset									
0.166.1	5	-	-	3	295	7	730	10	1025
0.168.1	3	4	-	6	734	12	1559	18	2293
									3318
Southeast									
0.166.1	9	14	7	22	2158	45	4690	67	6848
0.168.1	-	11	7	13	1590	27	3509	40	5099
									11917
						Grand Total			$ 21897

From 1961-62 budget permanent salaries:

0.166.1 Jr.Operating Engineer	$257,868
0.168.1 Operating Engineer	151,267
	$409,135

409,135 x .0143 = $5851

ITEM
A

J4 Laborer - Sewer Cleaner Premium Pay

To provide extra compensation for laborers working in covered sewage channels in the plants. The Civil Service Commission has ruled that laborers working in certain locations in the treatment plants are entitled to the Sewer Cleaner rate of pay. The difference in rate is .625 per hour.

North Point	80 hours	@ .625 per hour	50
Southeast	720 "	@ .625 "	450
			$500

B

Overtime, Sick Relief and Vacation Relief for J4 Laborers

Approved overtime for one laborer 4 hours at each plant Saturdays, Sundays and holidays to handle screening and grit and wash down sumps; vacation relief; sick relief.

North Point			
Overtime: 1 x 52 Sat. x 19.35	1007		
1 x 52 Sun. plus 8 hol. x 25.80	1548	2555	
Vac.Relief: 4 x 15 days plus 5 deferred days x 25.80		1677	
Sick Relief: 1/4 vacation relief		420	4652
Richmond Sunset			
Overtime: Same as North Point		2555	
Vac.Relief: 3 x 15 days x 25.80		1161	
Sick Relief: 1/4 vacation relief		291	4007
Southeast			
Overtime: Same as North Point		2555	
Vac. Relief: 4 x 15 days plus 10 deferred days x 25.80		1806	
Sick Relief: 1/4 vacation relief		452	4813
			13472

The increase over 1961-62 request is for increased vacation relief for deferred vacations being taken in 1962-63.

ITEM A

Overtime, Sick Relief and Vacation Relief for 0-1 Chauffeur -

(a) Approved overtime for:

1. One chauffeur ½ hours on 52 Saturdays for North Point and Southeast Plants and 8 Sundays or holidays for North Point Plant.

2. One chauffeur ½ hours on 3 Saturdays and 3 Sundays or holidays for Richmond-Sunset Plant.

(b) Vacation leave relief

(c) Sick leave relief (Assumed equal to 1/4 vacation leave relief)

Overtime				
No.Point	½ x 52 x 5.51	=	$1146	
	½ x 8 x 7.34		235	
R-S	½ x 3 x 5.88		71	
	½ x 3 x 7.84		94	
				1546
Vacation Leave Relief				
No.Point	15 days x 29.36	=	441	
R-S	15 " x 31.36	=	471	912
Sick Leave Relief				
1/4 Vacation Leave Relief				228
				$2686

B Bridge Tolls - Bridge tolls to attend Water Pollution Control Board meetings and pick up parts from suppliers.

North Point	$ 3
Richmond-Sunset	3
Southeast	9
	15

ITEM

A

Maintenance & Repair of Specialized Structures & Processing Systems
For maintenance and repair of specialized structures and processing systems other than buildings.

North Point
(a) Miscellaneous urgent or necessary unforeseen maintenance and repair $1000

Richmond-Sunset
(a) Miscellaneous urgent or necessary unforeseen maintenance and repair 2000

(b) 126 days electrician to service and repair motors, electrical switchgear, etc., to prevent breakdown of treatment equipment and resulting contamination of recreation areas by untreated sewage.
126 x 33.79 plus 40% overhead 5960

Southeast
(a) Miscellaneous urgent or necessary unforeseen maintenance and repair 1000

(b) Repair leaking covers on 5 digesters 5000

(c) Repair diversion gate in sedimentation influent structure. 1800

Total $20760

B

Maintenance of Auto Equipment P/S
For maintenance and repair of 2 passenger cars, 2 light trucks, 4 heavy trucks, and 11 pieces miscellaneous mobile equipment.

North Point	$ 1540
Richmond-Sunset	1440
Southeast	240
	3220

Request is based on expenditures for the past 5 years partially adjusted to present costs. For want of accurate values, a conservative 5% per year increase in cost has been used.

1960-61	$2499 x 1.10 =	$2749
1959-60	3450 x 1.15	3968
1958-59	3481 x 1.20	4177
1957-58	2089 x 1.25	2611
1956-57	1990 x 1.30	2587
	Avg.	$ 3218

C

Automotive Vehicle Crankcase Blow-by Devices
For furnishing, installing and maintaining crankcase blow-by devices on 8 City vehicles as per instructions in Purchaser's letter dated Nov. 1, 1961

North Point	$ 65	
Richmond-Sunset	65	
Southeast	39	
	$169	
Furnish and install	8 x 15.65 =	$125.20
Maintenance	1 x 2.25	2.25
	7 x 5.50	38.50
		165.95

ITEM

A **Tire Recapping** - Recapping and repairing truck tires as recommended by Purchaser's Shop No. 2.

North Point	3 large tires x 23 =	$ 69
	2 small tires x 8	16
Richmond-Sunset	4 large tires x 23 =	92
	2 small tires x 8	16
Southeast	2 small tires x 8 =	16
		$209

B **Maintenance of Auto Equipment - Painting Vehicles** - Two large trucks in the Sewage & Waste Treatment Division need painting.

2 large trucks @ $400 = $800

DPW NO.	MAKE & MODEL	YEAR
427-768	International, 10 yd.	1954
427-799	GMC, 8 yd	1951

C **Office Machine Service** - Maintenance and repair of 1 calculating machines, 3 adding machines and 5 typewriters.

	NP	RS	SE	Total
Calculators	51	16	51	138
Adding Machines	23	21	23	67
Typewriters	11	11	22	44
	85	68	96	$249

Experience indicates that both calculating and adding machines break down often enough to justify service contracts. Service contracts are not used on typewriters.

D **Machinery & Equipment Maintenance & Repair** - Services of Purchaser's Shops and specialized contractors for maintenance and repair of equipment.

Machinist rate including overhead = $ 42.63 per day
Blacksmith (welder) inc.overhead = 40.99 "

Materials and offsite labor about 10% of the above based on past experience.

	NP		RS		SE		Total	
	Days	Amt.	Days	Amt.	Days	Amt.	Days	Amt.
Machinist	233	9933	233	9933	476	20292	942	40158
Welder	20	820	20	820	30	1229	70	2869
Materials & Offsite Labor		1075		1075		2153		4303
Work by Outside Contractors*		1765		200		880		2345
								$49675

*Includes 3610 for emergency spillway gates and 3760 for 3 plunger pump cylinders.

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ITEM
A

Machinery & Equipment Maintenance & Repair - [illegible]
To make major repairs on one 36" main lift pump valve at $30,00[illegible]

The work required includes new wearing rings on casing and [illegible] replacement rings [illegible] shaft sleeves at packing glands. The pump is too large to be handled at the purchaser's shops.

The pump has been in service 10 years without major repair. [illegible] ring clearance have reduced pump [illegible] charge about 10% below rated capacity. Failure of the pump will [illegible] the City.

Funds were allowed in the 1960-61 budget for repairing the other lift pumps

B

Blueprinting & Reproduction P/S -- Services and materials from [illegible] for blueprints, offset lithographs and photographs.

Lithographing forms for laboratory and plant operation report $ [illegible]

Blueprints, photographs, etc., for describing items for purchase requisitions, inclusion in departmental annual report, and [illegible] on customary exchange of technical information [illegible] $ [illegible]

Requested by Department $ .50

Approved by Chief administrative officer $ .00

C

Light, Heat, Power P/U
Heat, light and power for the 3 treatment plants.

	EP	RS	SE	Total
Gas	5108	2056	697	[illegible]
Power	[illegible]	17320	[illegible]	[illegible]
	$59.59	$10576	$[illegible]	$131750

Based on preliminary estimate by Bureau of Light, Heat & Power of [illegible] for increased flow of 5.6 mgd to North Point Plant and 2.0 mgd to Richmond-Sunset Plant now discharging to [illegible] connected to the plants in 1962-63; and 0.8 mgd from [illegible] in 1962.

D

Subscriptions - Subscriptions for technical publications for the 3 plants.

North Point	$18
Richmond-Sunset	23
Southeast	33
	$74

Analytical Chemistry	12	Industrial Wastes	4
American Machinist	5	Public Works	2
Chemical Engineering	11	Technometrics	8
Chemical Week	3	Wastes Engineering	6
Compost Science	4	Water & Sewage Works	13
Factory	3		

ITEM

A Towel Service - Contractual Towel service for laboratory and operating personnel.

	1961-62	1962-63
North Point	151	151
Richmond-Sunset	151	151
Southeast	103	103
	$605	$605

B Equipment Rental - For rental of tractor loader to load sand and screenings into dump trucks at Southeast Plant when Sewer Repair Division loader is in the shop, and for any other equipment rentals which may become necessary. $250

C Equipment Rental - Rental of 50' work type boat and operator for 20 8-hour days @ $18.00/hr and various necessary instruments to take bacteriological samples of Bay water. $ 2880

Offshore Bay water sampling is needed to find sources of contamination causing waters of Aquatic Park to exceed State Bacteriological standards. Shoreline sampling shows other sources of contamination than the North Point effluent but does not give enough information for source identification or for evaluating tide and current effects. An offshore survey by the State Department of Public Health in 1960 indicated East Bay, Treasure Island and Jackson Street sewage discharges as possible sources, but was much too limited to be conclusive.

D Maintenance Landscape Areas R/P - Maintenance of landscaped areas at the 3 treatment plants by the Recreation & Park Dept.

One Gardener at each plant	
3 0-58 Gardeners 252 days @ $25.80/day =	$19,506
Overhead @ 17.7%	3,461
Requested by Department	22,967
Approved by Chief Administrative Officer	19,100

Estimate furnished by Recreation & Park Dept. Both the Recreation & Park Dept. and the Dept. of Public Works Tree Planting Div. recommended 3 gardeners for adequate grounds maintenance. The independent estimate by the Supervisor of Street Tree Planting is as follows:

Plant	Area, Acres Tot. Grounds	Landscaped	Man days req. per week Apr.-Oct.	Nov.-Mar.
NP	6.4	1.3	5	4
RS	4.5	2.3	4	3
SE	12.3	3.8	7	6
			16	13

Apr.-Oct. 214 days = 30½ weeks x 16 = 488 man days
Nov.-Mar. 151 " = 21⅝ " x 13 = 279 "
767 "

767 man days @ 252 working days/year = 3 gardeners

ITEM

A **Landscape Pruning & Weed Control** - Landscape maintenance jobs once yearly, requiring specialized labor and equipment not available under present Recreation-Park Dept. service.

	NP	RS	SE	Total
Tree Pruning	300	0	0	300
Lawn weed control	155	120	220	495
	$455	$120	$220	$795

B **Sludge Disposal Service** - Service to remove and dispose of sludge filter cake produced at the Southeast Plant.

32,900 tons filter cake x $1.58/ton* = 51,982

*Contract price for 2 years effective December 1961.

Includes allowance of 2900 more tons of filter cake per year from increased sewage flow of 5.6 mgd to North Point Plant now discharging to the bay to be connected to the plant in 1962-63 and 0.8 mgd from Bayshore Sanitary District to be connected to Southeast Plant early in 1962.

C **Automobile Allowance** - For use of employees' cars on a mileage basis for field investigations, travel to City Hall, 2323 Army Street, other plants and other necessary travel. No City vehicles are available for this service.

	No. Cars	Total Mi/Mo	Total Mi/Yr	Amount
North Point	3	115	1380	138
Richmond-Sunset	3	130	1560	156
Southeast	3	350	4200	420
				$714

Increase over 1961-62 budget is for industrial waste inspections which were curtailed in 1959-60 and 1960-61 by personnel shortages.

D **Tires & Auto Supplies** - Tires, tubes and other auto supplies for 4 dump trucks, 2 pickup trucks, 1 fork lift, 2 inter-plant carriers and 2 passenger cars.

	Large Tires	Medium Tires	Small Tires	Other	Total
NP	3 x 85 = 255	2 x 40 = 80	2 x 20 = 40	40	375
RS	2 x 85 = 170			30	240
SE		2 x 40 = 80	2 x 20 = 40	15	135
	425	160	80	85	750

The amount requested is based on recommendations of Purchaser's Shop.

E **Replacement & Spare Parts** - Parts for equipment valued at about $6,200,000.

	NP	RS	SE	Total
Blowers	40	125	200	365
Chlorinators	580	225	150	955
Bar Racks	80	90	100	270
Conveyors	0	220	150	370
Meters	160	75	100	335
Electrical	360	750	425	1535
Pumps	3600	1880	3055	7535
Vacuum Filters	0	125	250	375
Ventilation	100	185	0	285
Miscellaneous	650	450	750	1850
	$5470	$4155	$5230	$15,855

ITEM A

Collecting Mechanisms - Parts for collecting mechanisms in 39 grit, sewage, and sludge tanks at 3 Treatment Plants.

Based on an average service life of 7 years and a replacement value of about $170,000 the average long term annual replacement cost will be $24,000. Since life of individual units varies from 3 to 12 years the annual cost will fluctuate widely depending on the combination of units requiring maintenance in a given year.

The request is greater this year mainly because of the need for replacing the following longer service life items:

		Service life yr.	Amount
NP:	Dewatering screw and trough and collector chain and sprockets for 1 grit tank	10	$ 3,709
RS:	Chain for 1 sedimentation tank main collector	12	1,224
SP:	Chain for 2 sedimentation tank main collectors	10	5,576
			$10,509

North Point			
Grit Tanks			
1 dewatering screw and trough	1812		
420 ft. chain	1378		
350 wearing shoes	370		
8 spiral jaw clutches	524		
6 sprockets	519		
Misc.steel angles, flats & clips	295		
Sedimentation Tanks			
100 ft.drive chain	235		
10 sprockets & 8 bank cap bearings	343		
		5476	
Richmond-Sunset			
Grit Tanks			
115 ft.chain	377		
6 sprockets & 10 chain attachments	408		
Sedimentation Tanks			
532 ft.chain	1224		
Common parts for all tanks			
100 ft.drive chain	235	2244	
Southeast			
Grit Tanks			
418 ft.chain	966		
4 sprockets, 8 bearings and pins	304		
1000 lb. wearing shoes	214		
Sedimentation Tanks			
154 ft.cross collector chain	405		
4 sprockets, 44 wearing shoes, 22 attachments	284		
1525 ft. angle iron flight guides	527		
2120 ft.chain for replacing entire collector in 1 tank	5576		
Thickening Tanks			
340 ft.chain	894		
4 sprockets, 68 wearing shoes, 34 attachments	435		

(fov'd. 7720)

Elutriation Tanks		
240 ft.chain	631	
4 sprockets, 48 wearing shoes, 24 attachments	382	
Common Parts for all Tanks		
350 ft.drive chain, pins & cotters	796	
50 F2 attachments	109	
500 wearing shoes	442	
12 drive sprockets	41	12006
		19726

ITEM

A **Plant & Shop Supplies** - expendable materials and supplies used in operation and normal maintenance.

	NP	RS	SE	Total
Belts	150	75	200	425
Charts	125	125	100	350
Electrical	500	525	290	1315
Lamps	315	175	400	890
Metals	325	195	650	1170
Paint	260	350	280	890
Packing	90	150	370	610
Pipe & Fittings	510	600	380	1490
Safety	80	110	50	240
Shop Supplies	750	400	1000	2150
Small Tools	150	150	250	550
Vacuum filter cloths	0	225	1600	1825
	$3255	$3080	$5570	$11905

Requested by Department $11,905
Approved by Chief Administrative Off. 11,500

Based on 5-year average plus allowance for increased cost of vacuum filter cloths.

B **Fuels & Lubricants P/S** - Gasoline and oil for 4 dump trucks, 2 pick-up trucks, automobiles and miscellaneous equipment including fork lift, 4 lawnmowers, 2 interplant carriers, 2 portable pumps, and lubricants and solvents for $6,000.00 mechanical and electrical equipment.

	NP	RS	SE	Total
Fuel Oil	0	0	70	70
Gasoline & Oil	650	600	175	1425
Grease	50	65	30	145
Solvent	50	70	130	250
Lubricating Oil	190	90	220	500
Oxygen & Acetylene	35	135*	140	310
	$975	$960	$765	$2700

*Includes demurrage for all plants.

No change from 1961-62 budget.

C **Janitorial Supplies** - Janitorial supplies and wiping rags.

	NP	RS	SE	Total
Mops & brushes	60	60	135	255
Paper articles	135	100	200	435
Rags	250	300	200	750
Soaps	50	70	70	190
Floor wax & cleaners	50	25	30	105
Miscellaneous	65	25	110	200
	$610	$580	$785	$1975

No change from 1961-62 budget.

ITEM
A

Plant Chemicals - Chlorine for odor control and bacterial disinfection of sewage; Ferric Chloride to condition sludge for filtration; deodorants and other plant chemicals.

	NP	RH	SE	Total
Chlorine	55250	26647	12750	94647
Ferric Chloride		2530	33155	35685
Other Chemicals	490		100	590
	55740	29177	46005	130922

The increase is caused by (a) 10.3% increase in sewage flow over 1961-62 consisting of 5.0 mgd July 1962, 0.1 mgd December 1962, and 3.4 mgd May 1963 to the North Point Plant from the 4th St.Pumping Station; 2.0 mgd July 1962 to the Richmond-Sunset Plant from enlargement of the Sunset Pumping Plant; and 0.8 mgd to the Southeast Plant from the Bayshore Sanitary District early in 1963 (b) chlorination at the Southeast Plant must be increased to control odors and to produce an effluent which will meet proposed State Health Dept. bay water standards.

North Point
Chlorine:

				Lb
Pre	153 days	x 50.7 mgd	x 30 lb/mg =	233,210
	156 "	x 50.8 "	x 30 lb/mg	238,600
	62 "	x 54.2 "	x 30 lb/mg	100,810
Post	153 "	x 50.7 "	x 70 lb/mg	543,000
	60 "	x 50.8 "	x 70 lb/mg	213,360
	62 "	x 54.2 "	x 70 lb/mg	235,230
				1553,530

26 30-ton tank cars @ 2125 $55,250

Deodorants
Air deodorant, 100 gal. @ 4.90 490
55,740

Richmond-Sunset
Chlorine:

Post 315 days x 17.7 mgd x 100 lb/mg = 557,550

279 ton containers @ 95.51 26,647

Ferric Chloride:
1356000 lbs. solids to filter x 3.9% =
52880 lb. x $0.04784 2,530
29,177

Southeast
Chlorine:

Pre	360 days	x 16.6 mgd	x 25 lb/mg =	149,400
Post	120 "	x 16.6 "	x 100 lb/mg	199,200
				348,600

6 30-ton tank cars @ 2125 12,750

Ferric Chloride:
1 million gal.sewage produces 57% lb dry solids to filter
365 days x 67.9 mgd = 24,790 million gals.sewage
24780 x 575 x 5.6% = 797,000 lbs.
Ferric Chloride 797000 lb x 0.04 lb 33,155

Other Chemicals:

Deodorants	80
Miscellaneous	20
	100

46,005

ITEM
A

Laboratory Supplies - Glassware, chemicals and miscellaneous supplies for the treatment plant laboratories.

	NP	RS	SE	Total
Chemicals	300	200	350	850
Glassware	350	500	500	1350
Miscellaneous	70	100	400	570
	720	800	1250	2770

Increase over 1961-62 budget is for purchase of radiological standards and purging gases necessary for use of radiation scaler purchased in 1961-62.

B

Stationery & Office Supplies - Reference books, printed forms, stamps, binders and other Miscellaneous office supplies.

	NP	RS	SE	Total
Books	20	20	15	55
File Supplies	30	25	50	105
Miscellaneous	20	55	165	240
	70	100	230	400

No change from 1961-62 budget.

C

Flow Control Meter (Replacement) - For replacement of flow control meter at North Point Plant which regulates pumping of water used to operate hydraulic valves and to protect pump shafts and packing glands from abrasion.

The existing meter has been in service 10 years and is so badly worn and corroded that further repair is impossible. Failure of this meter will cause shutdown of the plant with bypass of untreated sewage to the bay and can cause extensive damage to pumps. $725

D

Electric Drill (Replacement) - For replacing 1938 model electric drill at Richmond-Sunset Plant which is unsafe because (a) it slips and binds unexpectedly because the chuck cannot be tightened securely and (b) it is not suitably grounded for use in wet areas.

The requested drill has a Jacobs type chuck and is suitably grounded for use in wet areas. $165

E

Dump Truck (Replacement)- To replace 1951 GMC dump truck No. 427-711 assigned to North Point Plant which averages 7000 miles per year hauling grit and screenings daily from the North Point and Southeast Plants to the sanitary fill in San Mateo County. Estimated trade-in value - none.

The present truck is not designed to carry the required heavy loads over the rough unpaved areas at the sanitary fill. As a result, there are repeated failures of axles, transmission, differential, clutch and brakes. As the truck does not now meet axle loading requirements of the State Motor Vehicle Code.

As of August 31, 1961 total repair cost was $3040 and mileage was 66702. A similar truck, 1951 GMC No. 427-713, was replaced in 1961-62. $13,500

F

6 Fire Extinguishers (Replacement) - For 6 carbon tetrachloride fire extinguishers at the Richmond-Sunset Plant to replace soda acid fire extinguishers which have been in service since 19[illegible].

The old extinguishers are badly corroded and cannot be refilled after this year. In addition they are not safe for electrical fires. The new extinguishers will not corrode and are safe for electrical fires. [illegible]
THIS IS A SAFETY ITEM.

ITEM

A — Two Office Machine Stands (New) - For mobile stands to hold computing machine and adding machine at the Richmond-Sunset Plant. No new furniture was supplied when the plant offices were enlarged and stands are necessary so the machines can be moved safely from one room to another. $70

B — Aluminum Slide Gates (Replacement) - For use in the Receiving Structure at the North Point Plant when repairing main lift pumps and lift pump check valves.

The present wood stop planks are heavy and awkward to handle making it dangerous to put them in place as personnel must work over a tank of swiftly flowing sewage while installing them.

This item is recommended as a safety measure by the State Industrial Accident Commission. THIS IS A SAFETY ITEM. $1200

C — Pocket Dosimeters (New) - For protection of personnel from over-exposure to radiation when handling radioactive isotopes used in radiation sealer at the Southeast Plant. THIS IS A SAFETY ITEM. $200

D — Radiation Flow Counter (New) - For radiation flow counter and scintillation detector to be used with existing radiation sealer at the Southeast Plant.

This attachment is necessary to extend counting range for all types of radiation especially gamma rays in order to cover adequately all types and ranges of emissions deemed hazardous to people. $1200

E — Ratchet Chain Puller (New) - A 3/4 ton ratchet chain puller to assemble and disassemble heavy collector chain at the North Point Plant.

The present method is by means of wire cable slings in combination with a ½ or ¾ ton hoist. This method requires two men and is awkward and dangerous. The ratchet chain puller is much safer and can be operated by one man. It will save about 3 man-days per year. $75

F — Air Operated Chisel (New) - For a compressed air operated chisel to cut rusted bolts and nuts holding collector parts in grit and sedimentation tanks at the North Point Plant.

The bolts and nuts are now cut using a hand chisel and heavy hammer. This is hazardous because tank floors and ladders used in the tanks are often slippery from sewage and grease. It will save about 12 man-days per year. $220

G — Tilting Debris Hopper (New) - For a tilting debris hopper to collect and hold rubbish and leaves at the North Point Plant.

The requested hopper is designed for use with a fork lift truck and can be safely moved around the plant and emptied into a dump truck.

At present a sewage screenings bucket is used for this purpose and one man has already been injured working with it.
THIS IS A SAFETY ITEM. $170

H — Turbine Booster Pump (New) - Standby booster pump for special high pressure water seal system for main sludge meter and main sludge pumps at the North Point Plant.

If the one existing seal booster pump fails the main sludge pumps can only be operated at low speed resulting in accumulation of sludge in the sedimentation tanks and breakdown of the treatment process. In addition, sludge volume pumped to the Southeast Plant cannot be measured resulting in poor digestion control at that plant. $100

ITEM
A

Pipette Washer (New) - For Richmond-Sunset Plant to wash pipettes used in bacteriological analysis of bath waters. Glassware for this use must be scrupulously clean and free from foreign matter which interferes with accuracy of the test. Hand washing requires an inordinate amount of time and does not clean as reliably as mechanical washing.

B Recapitulation - Equipment

Priority	Page	Code		Amount New	Amount Replacement
1	D-13	472	6 Fire extinguishers		90
2	D-12	456	Dump truck		13500
3	D-3	420	Flow control meter		725
4	D-7	422	Electric drill		105
5	D-8	422	Ratchet chain puller	75	
6	D-11	444	Turbine booster pump	100	
7	D-4	420	Aluminum slide gates	1200	
8	D-5	420	2 Pocket dosimeters	200	
9	D-9	422	Air operated chisel	220	
10	D-6	420	Radiation flow counter	1200	
11	D-14	484	Pipette washer	80	
12	D-10	428	Tilting debris hopper	170	
13	D-2	402	2 Office machine stands	70	
				3315	
					14420
					3315
					$17735

A Replacement & Reconstruction of Structures & Systems other than Buildings

Southeast

	Priority
Replace corroded floor cover plates over raw sludge channels in Thickening Bldg. Corrosion has weakened the plates and caused them to be uneven and not flush with the floor creating a tripping hazard and danger of falling through. The covers are in a frequently used passageway. $1500	1

ITEM

A — Annual salary increment

B — Position reclassification from Laborer to Sewer Gas Tester at lower rate

C — One less working day in 1962-63 than in 1961-62

D — Wages - One O-210 Sewer Cleaner

For the function of mosquito abatement to spray and flush catchbasins and sewers, to schedule and check sewer cleaning and eductor operations and to service complaints during storms.

(The mosquito season usually extends from April to November inclusive.)

The Bureau has 17 O-210 Sewer Cleaners, one each on five service trucks and 2 each on 6 sewer cleaning rigs, the minimum number necessary to maintain satisfactory operations. An employment should not be taken from these services for the function of mosquito abatement and control. It is essential to clean sewers for which there is a backlog, to assure free flow and to prevent flooding during rains. Under no circumstances can the number of service crews be reduced as they handle all complaints, relieve stoppages and do emergency work.

It has become apparent that better control of sewer catchbasin cleaning is needed. The General Foreman cannot properly check complaints and schedule these operations. It is therefore proposed to use the additional sewer cleaner to (a) assist in scheduling and checking cleaning operations and (b) service complaints during storms, work now done by crews for mosquito control.

Under present conditions, mosquito abatement can only be carried on by taking men away from essential sewer cleaning operations. This has been done to the serious detriment of such operations.

1 - J-4 Laborer
To work with and assist the O-210 Sewer Cleaner requested above. It is necessary to have a crew of 2 for all of these operations.

None of the 29 Bureau laborers are available for this service as all are assigned to existing crews.

E — These 20 positions are permanent positions, but not included in budget estimates as compensation is paid by property owners.

ITEM

A Overtime - For overtime pay for three O-20B General Foreman and one L-13C Water Chemist when, due to emergencies, they are required to work outside normal working hours to (a) investigate and take necessary action, (b) call out men, obtain materials and supervise work. Overtime work is frequently required as they are no supervisory employees on duty and appropriate action is required to protect public health and public and private property.

Estimated Requirement

General Foreman	300 hours @ $7.20	$2184
Water Chemist	20 " @ 5.18	104
		$2288

The hours of overtime required depend on weather conditions and the extent of emergencies. Estimate reduced from previous years because of change of procedure. Many emergency calls now go directly to per diem workers and are not paid from this item.

B Holiday Allowance - For Holiday pay for three O-20B General Foreman and one L-13C Water Chemist for four holidays not recognized for per diem forces.

The Water Chemist is needed on these days since (a) the laborer assigned to the crew works these days and (b) he must be available to test for gases when crews are working.

Holidays

Columbus Day	Friday, Oct. 12, 1962
Election Day	Tuesday, Nov. 6, 1962
Veteran's Day	Monday, Nov. 12, 1962
Lincoln's	Tuesday, Feb. 12, 1963

3 General Foreman - 4 days @ $50.31 per day		$700
1 Water Chemist 4 " @ 41.48 "		166
		866
Add 10% for probable salary rate increases		87
Requested by Department		$953
Approved by Chief Administrative Officer		910

Increased from last year because there will be 4 such holidays, compared to 3 in 1961-62.

C Vacation Relief for H & P Engineer & Service Truck Chauffeurs - Vacation relief for one O-15Z Engineer H&P and five O-1 Chauffeurs. The Engineer H&P operates the digging unit and the Chauffeurs drive the 5 service trucks.

Any interruption in the use of the digging unit severely cripples sewer repairs since there is only one such unit. Therefore a replacement for the operator is necessary when he is on vacation.

It is necessary that all 5 of the service units be in service at all times. Any curtailment will result in inadequate service to the public. In the past, it has been customary, when one of the chauffeurs goes on vacation, to have a laborer drive the truck temporarily. The Teamster's Union is now complaining about this practice and demanding that a chauffeur be used for the replacement.

Three of the chauffeurs will be entitled to 3 weeks vacation and two to 2 weeks. One week of carry-over is planned. The H&P Engineer is entitled to 3 weeks vacation.

Chauffeur	- 70 days @ $ [illegible]	$1869
H&P Engineer	15 " @ 30.1[illegible]	[illegible]
		$[illegible]

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS-BUREAU OF SEWER REPAIR

BUDGET EXPLANATIONS

Index Number 429

FISCAL YEAR 1962-63

ITEM

A Travel & Conference Expenses - For travel to and expenses at State Conventions and Regional conferences of the California Water Pollution Control Association (formerly the California Sewage & Industrial Wastes Association). (Membership approved Sec. 19 of Ord. 9949).

2	In attendance CWPCA State Convention	$150
10	In attendance of 10 Regional meetings of San Francisco Bay Area Section of CWPCA	50
		$200

B Repairs, Sewers - For services of other bureaus or departments where such services are not available in Sewer Repair and are not budgeted in other contractual items to (a) repair main sewers, (b) repair, maintain and paint sewer outfalls, (c) repair structures including bulkheads, fences and surface and subsurface structures.

Main Sewer Repair	$1000
Maintenance and repair of outfalls	1000
Maintenance and repair of structures	500
Requested by Department	$2500
Approved by Chief Administrative Officer	2000

C Tire Recapping - For recapping tires for automobiles, trucks and other mobile equipment as estimated by the Purchaser's Shops.

10	Heavy truck tires	@ $35	$350
12	Medium truck tires	@ 20	240
8	Light truck tires	@ 12	96
12	Passenger car tires	@ 7	84
	Miscellaneous		175
	Requested by Department		$ 945
	Approved by Chief Administrative Officer		800

D Crankcase Blow-by Devices - To provide for the installation and services of crankcase blow-by devices for all motor vehicles as estimated by Purchaser of Supplies.

Installation 37 motor vehicles	@ $15.95	$590
5000 mi.services - 23	@ 2.25	52
10000 mi.services - 22	@ 3.25	72
		714

ITEM
A

Repairs to Automotive & Other Equipment P/R - For maintenance and repair of automotive and other equipment at Purchaser's Shops.

Automotive
1 Backhoe and Loader
10 Eductors
2 Construction Units
6 Sewer Cleaning Units
5 Service Trucks
3 Cribbing Units
1 Gas Detection Unit
1 Mounted Air Compressor
7 Passenger Cars
1 Mosquito Unit

Others
10 Eductor Rear Motors
12 Sewer Cleaning Hoists
3 Portable Pumps
3 Lighting Units
2 Blowers
7 Trailer Mounted Compressors
2 Spray Units
2 Sewer Rodders
31 Trailer Tool Boxes
Charging & Servicing
Underground Lamps
Miscellaneous Equipment
Miscellaneous Shop Service

	Miles	1960-61 Shop Repairs	Per Mile	1962-63* Estimated Miles	Per Mile	Shop Repairs
7 Passenger Cars	61008	$ 1968	.0322	61000	.0356	$ 2172
10 Heavy Trucks	45316	7691	.1698	45000	.1878	8451
19 Med. & Lgt. Trucks	110397	7810	.0707	120000**	.0782	9384
44 Pieces Motorized Equip.		9412				10011
29 Pieces Non-Motorized Equip.		310				221
		$27091				$30239

* Rates increased 10.6% to reflect wage increases of shop mechanics.

** Increased by about 10000 miles because of new mosquito unit and new side sewer truck which were placed in service during 1961-62.

B

Automotive & Other Equipment-Maintenance Painting - For maintenance painting of equipment and to replace numbers and seals to (a) prevent corrosion and deterioration, (b) for identification and (c) maintain equipment at required level of appearance.

Equipment to be Painted	Unit Cost	Cost
2 Eductors	$ 465	$ 930
2 Sewer Cleaning Units	200	400
Lettering, seals & miscellaneous equipment		270
		$1600

ITEM

A Repairs to Barricades, Sluice Boxes, etc. - For repairing barricades damaged by wear and street accidents; sluice boxes damaged by normal use and for miscellaneous repairs.

Average Yearly Requirements

Barricades	40 @ $6	$240
Sluice Boxes	20 @ 8	160
Miscellaneous Repairs		100
		500

B Microfilm Work, Reproduction, Photography, P/S - For microfilming maps and records of main sewer repairs, reproducing drawings and maps and photographing repairs and equipment. Microfilm records, stored in a vault in Twin Peaks Tunnel, are required for dates on the sewer system for emergencies and for City protection in law suits.

Blueprinting and reproduction is required to furnish drawings for field work; to the purchaser on equipment requisitions and for Bureau functions.

Photography of field work is required to protect the City on suits, for the record and for publication and other purposes.

Estimate

Microfilming	$ 50
Reproductions 100 drawings @ .35	35
Photography	
20 Hours @ $6.00	120
50 Prints @ .60	30
	$235

C Employees Telephone Expense - For employees to telephone main office from field for work instructions and to report conditions.

Bricklayers and Cribbers telephone in for material and instructions on moves; Sewer Cleaners for instructions on moves; Service and Eductor Crews twice a day for instructions on calls received and others on general work. Estimated $120

D Maps and Charts - For City and Sectional Maps and special charts of streets and sewerage system.

Up to date sectional maps of the City's streets and sewerage system are necessary for 2 basic purposes:

(1) As guides for maintenance and repairs.
(2) For recording activities such as sewer repairs, sewer and catchbasin cleaning, etc. Estimated Cost $1[illegible]

E Photographing Sewer Interiors - For photographing interior of main sewers too small or too dangerous to enter to determine their condition and the extent of repairs required. The value of this process is indicated in pictures of sewers previously taken. Estimated Cost $6000

The only means of inspecting such sewers without the use of photography is [illegible] flexible viewing machines by means of mirrors. Unfortunately, crushed or broken sections are usually not observed by these means.

The work is done by contract at a minimum cost of $[illegible] per operation. [illegible] vary from about [illegible] cents to [illegible] cents per foot depending on pipe sizes.

ITEM

A Rental of Street Address Telephone Directory - For rental of Street Address Telephone Directory which gives names and telephone numbers corresponding to street addresses.

This is particularly valuable to this Bureau to check on complaints before sending crews when complaints are received by address only.

The directory is kept in Sewer Repair but is available to all Bureaus at 2323 Army Street. 12 Months @ 8.50 $102

B Rental Emergency Equipment - For rental of heavy construction equipment not owned by Department of Public Works for emergency construction and where work can be accomplished at a lower cost and with greater safety with equipment as compared to hand labor.

Equipment will be rented only as needed.

Rental costs average $20 per hour including an operator. 25 Hours @ $20 = $500

C Truck Hire - For rental of 5 dump trucks for one year to deliver men, material and supplies to jobs and from job to job. One truck is scheduled on lamp route on Saturdays, Sundays and holidays and 3 week days.

Normal Time		$51907
5 Trucks 251 days x 8 hours @ $5.17 per hr.	$5400	
Less chargeable to side sewers	2068	- 2468
Less summer layoff (vacation)		49439
5 x 80 hours @ $5.17		
Additional for Lamp Route		
52 Saturdays x 8 hours @ $1.60 (6.77-5.17)	666	
53 Sundays and 9 holidays x 8 hrs. @ $3.20 (8.37 - 5.17)	1587	2253
Overtime		
200 hours @ $6.77	1354	
100 " @ 8.37	837	2191
Total Required		$48883

Truck rental increased 4.45% 6-17-61

ITEM
A

General - This item covers materials and supplies from Purchaser's stock and special items obtained through purchase orders, practically all used directly in the field. The estimate is based on the average quantities used in 1958-59 to 1960-61 at estimated prices for 1962-63. Prices have been increased 4% over last year.

	1958-59	Expended 1959-60	1960-61	Request 1962-63
Castings (Manhole Frames & Covers)	4,698	3,943	4,386	4,800
Pipe (VCP)	7,616	7,348	9,356	8,900
Pipe Fittings (VCP)	4,203	4,792	3,098	4,400
Lumber	4,074	4,131	6,425	5,400
Tools	757	815	958	900
Cement	2,810	2,577	2,627	2,900
Brick	5,158	4,875	5,238	5,600
Torches & Lanterns	529	1,104	509	800
Miscellaneous	1,372	1,063	1,463	1,400
	$31,267	$30,648	$34,060	$35,100

Direct Purchases	1960-61 Expenditures	1962-63 Request	
Bags, Burlap	$ 447	$ 500	
Dye	161	500	
Flags	73	120	
Gloves	232	360	
Hose	1871	1500	
Lumber	69	100	
Pipe	224	500	
Rope	1289	1250	
Stationery & Printing	614	650	
Tools	460	350	
Wicks, Torches	25	50	
Miscellaneous	454	450	
Mosquito Spray Material	153	300	
	6072	6630	6,630
		Total Est.	$ 41,730

ITEM

A — Tires & Tubes (New) - For new tires for trucks, passenger cars and other mobile equipment to replace tires not recappable as estimated by the Purchaser's Shops.

8 Heavy Truck Tires	@	$125	$1,000
12 Medium-Light Truck Tires	@	40	480
12 Passenger Car Tires	@	20	240
Requested by Department			1,720
Approved by Chief Administrative Officer			1,500

B — Safety Items - Parts & Supplies
Items required for safe operation, safety of personnel and property protection. All are expendable.

	Expended 1958-59	1959-60	1960-61	Requested 1962-63
Safety Belts	$ 0	$ 96	$ 62	0
Safety Ropes	75	125	245	0
Hard Hats	369	0	157	100
Goggles	0	0	0	70
First Aid Kits	0	0	0	75
Lamp Parts	22	8	303	300
Gas Mask Canisters	8	99	32	150
Gas Mask Parts	0	7	0	50
Explosimeter Parts	34	40	47	400
Miscellaneous	0	0	0	50
	$508	$ 375	$ 846	$1195

C — Compressor Tools - For replacement of compressor tools used for cutting or drilling asphalt or concrete streets and for excavating rock, hard pan or other hard ground.

Items	Stock Level	Ordered or On Hand	Replace Yearly	1962-63 Request	Unit Cost	Total Cost
Chisel Bits 3" Standard	50	24	50	50	$5.00	$ 250
Chisel Bits Narrow Standard	50	72	50	50	3.00	150
Points	50	100	50	0	-	0
						400

ITEM
A

Sewer Rods & Tools
For replacement of sewer rods destroyed in use. Rods are needed for clearing stoppages in sewers. Tools are used on the rods.

	Stock Level	On Hand or Order	Replace Yearly	1962-63 Request	Unit Cost	Total Cost
Felton Wood Rods	600	375	300	300	$1.85	$ 555
Square Wood Rods	200	0	100	200	2.50	500
Flexible Steel Rods A	50	25	50	50	3.75	188
Flexible Steel Rods B	300	275	200	200	4.50	900
Miscellaneous Sewer Tools						100
						$2243

A (for small portable rodder)
B (for large mounted rodder)

Principal reason for the increase in recent years is the large sewer rodding machine. The rods used in this machine are more expensive and more rods are broken. However since the machine enables work that could not otherwise be performed, it improves the overall efficiency of the operation.

B

Fuels & Lubricants P/S
For gasoline, kerosene and lubricating oil for highway and non-highway equipment.

	1960-61			1962-63	1962-63*	
	Miles	Gas & Oil	Per Mile	Miles	Per Mile	Gas & Oil
7 Passenger Cars	61008	807	.0132	61000	.0139	848
10 Heavy Trucks	45316	3257	.0719	45000	.0755	3398
17 Med. Lt. Trucks	110397	2641	.0240	120000**	.0252	3024
42 Motorized Equip.		3605				3785
Kerosene-Solvents etc.		2399				2519
		12709	Requested by Department			$13575
			Approved by Chief Administrative Officer			$13500

* Rates increased 5¢ to reflect price increases.
** Increased by about 10,000 miles because of new mosquito unit and new air sewer truck which were placed in service during 1961-62.

C

Ladders (Replacement)
For replacing 20 - 10' wooden ladders used in entering sewers. The ladders are expendable.

Only ladders in top condition can be used. The average life of a ladder is about one year as they are lessened or broken by usual wear and tear. Normally there are about 30 to 35 ladders in service at all times.

20 - 10' Wooden ladders @ $10 = $200

ITEM

A — Barricades (Replacement) - For the replacement of 100 wood barricades yearly. The life of a barricade averages one year as they are broken and damaged in the field and by wear.

100 Barricades @ $11 = $1100

B — Hose Assemblies (Replacement) - For replacement of one Hose Assembly each on six of the ten eductors.

Superintendant of Shops, Purchaser's Shop, recommends the hose be obtained as the present hose units will soon be unserviceable and cannot be economically repaired.

6 Hose Assembly Units @ $400 $2400

C — 12 Sewer Lamps (Replacement) - An adequate number of lamps of the U.S.Bureau of Mines approved type are required for the sewer crews who work underground. At present there are about 15 lamps which are not in serviceable condition and which cannot be economically repaired and there are no spare lamps.

12 Lamps @ $45 = $540

D — Sewer Buckets (Replacement) - For replacement of sewer buckets worn out in service. These buckets are used for removing sand and gravel from sewers.

Number Required	Size	Unit Cost	Cost
3	6"	$ 33	$ 99
3	8"	35	105
3	10"	40	120
3	12"	42	126
3	15"	50	150
2	18"	60	120
1	21"	100	100
			$ 820

E — Compressor Tools (Replacement) - For replacement of 1 Pneumatic Paving Breaker. Air tools are subject of heavy use and it is expected that at least one paving breaker will require replacing by 1962-63.

F — Hydrant Gates (Replacement) - For replacement of 4 Hydrant Gate Valves. Superintendent of Shops, Purchaser of Supplies, recommends the valves will soon be unserviceable and cannot be economically repaired.

4 Valves @ $40 = $160

G — Valves for Eductors (Replacement) - The Superintendent of Shops, Purchaser of Supplies recommends that these valves be obtained for replacement on eductors as the present valves will soon be unserviceable and cannot be economically repaired.

12 - 1" Agitator Valves @ $6.00 = $72

H — Rubber Nozzles (Replacement) - These nozzles are used in flushing sewers. Old type metal nozzles of which there are still several in use are not satisfactory as they cause pipe breakage and the newer type rubber nozzles are subject to wear and need periodic replacement.

2 Rubber nozzles @ $75 = $150

ITEM

A — Mortar Boxes (Replacement) - Mortar boxes are expendable. Replacements are necessary as present boxes are worn out in use. At present there are no spare mortar boxes and with any further failures men will be required to mix mortar on the streets. This creates an unsightly condition, causes complaints and is a violation of section [illegible] of the Building Code.

3 Mortar boxes @ $40 = $120

B — One Eductor (Replacement) - For the replacement of eductor No.429-703 purchased in 19[illegible] which has reached the life expectancy of 15 years. An eductor unit consists of a gasoline engine driven eductor pump, a dumping storage tank, hose, valves, ejector and other accessories, all mounted on a truck chassis.

There are 10 eductors in the Bureau, 8 of which are in daily active service cleaning out blockages, pumping out other work. Two eductors serve as standby for use when other units are in the shop. Each unit is manned by a chauffeur and 2 laborers. From 16,000 to 20,000 catchbasins are cleaned yearly by the eductors.

Eductor No.429-703 was purchased in 1945. Mileage as of June 30, 1961 was [illegible] and total shop expenditures were $12,[illegible].

C — Sewer Cleaning Unit (Replacement)- For replacement of one Sewer Cleaning Unit, No. 429-613, declared obsolete by the Purchaser's Superintendent of Shops. The unit consists of a hoist, booms and accessories mounted on a truck chassis and a separate hoist.

There are 6 sewer cleaning units in the Bureau, each of which cleans about 70,000 feet of sewer yearly. Gasoline driven hoists move buckets through sewers to remove the dirt.

The unit requested for replacement is now to the point where repairs are costly.

Unit No. 429-613 was purchased in 1947. As of June 30, 1961 shop expenditures amounted to $[illegible].

D — Passenger Cars (Replacement) - For replacement of 2 automobiles which will be more than 6 years old in January 1962.

No.	Make	Year	Model	Shop Repairs 6-30-61	Mileage 10-31-61	Mileage Estimated 1-1-63
429-127	Ford	1955	Coupe	$ 1268	51121	60,000
429-128	Ford	1955	Coupe	1339	51046	60,000

One of these cars is used for inspection work by an engineer assigned to this Bureau by the Bureau of Engineering. The other is used by an Assistant Superintendent Bureau of Sewer Repair.

One Compact Business Coupe	$1775
One Intermediate Sedan	1925
Requested by Department	$3750
Approved by Chief Administ.Officer	1975

E — Oxygen Detector (New) - For the purchase of an instrument to detect and measure the presence or absence of oxygen in the atmosphere.

The Central Safety Committee has suggested that an instrument of this type be acquired [illegible] to enter sewers. We do not believe that such an instrument will be [illegible] sufficient experience with the instrument to [illegible] requested for the use of the Gas Detector Unit.

91

ITEM
A — Warning Signs (New) - For advance warning signs stating "Men and Equipment Working" or some similar notation.

The extensive use of these signs is recommended by the Central Safety Committee. 25 signs @ $15 = $375

B — Dewatering Pump (New) - For one contractors type pump for dewatering excavations, relieving flooded conditions, etc. For frequent dewatering jobs for which the present diaphram pumps do not have sufficient capacity. Under present conditions it is frequently necessary to use an ejector to handle these jobs thus tying up an expensive piece of equipment and a 3-man crew to do what could be readily done by a relatively inexpensive contractors type pump.

O — Equipment - Recapitulation

Priority	Page	Code	Item	Amount New	Amount Replacement
1	D-10	420	Ladders		$ 200
2	D-11	420	Barricades		1,100
3	D-12	420	Hose Assemblies		2,400
4	D-13	420	Sewer Lamps		540
5	D-20	456	Ejector		22,500
6	D-21	456	Sewer Cleaning Unit		7,500
7	D-5	420	High Level Warning Devices	900	
8	D-22	456	Passenger Cars		3,750
9	D-14	420	Sewer Buckets		820
10	D-6	420	Digging Unit	10,250	
10.1	D-6a	420	Dewatering Pump	500	
11	D-7	420	Warning Signs	375	
12	D-2	420	Oxygen Detector	200	
13	D-15	420	Compressor Tools		550
14	D-16	420	Hydrant Gates		160
15	D-17	420	Mortar Boxes		120
16	D-8	420	Sewer Plugs	370	
17	D-18	420	Ejector Valves		72
18	D-19	420	Rubber Nozzles		150
19	D-9	456	Service Truck	4,000	
20	D-3	420	Gas Detection Instrument	220	
21	D-4	420	Measuring Wheel	80	
				$16,895	$39,862

Requested by Department $56,757
Approved by Chief Administrative Officer $39,162

ITEM
A

Assistant Superintendent of Street Cleaning & Planting - A necessary position to provide a principal assistant to the Superintendent for aid in improving the Bureau's operating efficiency, and pursuing recognized programs for the combat of illegal littering.

Successful street cleaning operations are largely dependent upon proper planning of both in, equipment and details of operation. Street cleaning plans require constant review and adjustments in order to gain the most effective and economical methods of operation.

In 1952, Griffenhagen and Associates reported that "the span of control of the Superintendent is too wide for the best management of the work" and that a new staff position should be provided." The Blythe Zellerbach Committee also recommended such a position be established.

The superintendent is now trying, unsuccessfully, to conduct public education in street litter control by:

1) Creation and administration of a special school litter patrol similar to the traffic safety patrol. This was strongly recommended by the Citizens Committee for Litter Control in its last report.

2) Establishing regular program of anti-litter education in schools, both primary and high schools.

3) More intense cooperation with neighborhood, merchant and home owner associations. This properly calls for regular speaking engagements and assistance in creation of committees to work on the neighborhood level.

The new position would permit accomplishment of those phases of operation now inefficiently performed, such as:

a) The analysis and review of work programs and day-to-day practices for the purpose of improving techniques in operation.

b) The review of personnel assignments for purposes of effective utilization of man-power.

c) The determination of frequency and time of cleaning each street.

B One less working day in 1962-63 than in 1961-62.

C Two additional J-4 Laborers - To provide sufficient manpower to properly pursue the regular annual increase of responsibilities assigned to this Bureau.

In the year from July 1, 1960 to July 1, 1961, street mileage increased from 800 to [illegible] miles. This year's [illegible] an increase of 10 curb miles, mostly in residential areas.

In the last five years since 1956 - 1957 street mileage in San Francisco has increased from [illegible] miles of accepted streets to 850 miles, an increase of 4%. Our increase in laborers from [illegible] in 1956-57 to the present number [illegible] is only an increase of 1.15%.

ITEM
A

Overtime-Monthly
To provide overtime payment of District Directors who supervise cleanup work on weekends, holidays, after parades, celebrations, conventions and when called on emergency assignments.

Occasions	Total Hours
52 - 1/2 Weekends	420
East-West Pageant	4
Chinese Celebrations & Parades	16
St. Patrick's Day Parade	16
Columbus Day Parade	12
Halloween Celebrations	4
Veterans Day Parade	8
Emergency Calls to Remove Debris, Slides, etc. and to provide for unscheduled pageants, parades and civic celebrations	48
	528

Cost $6.94 per Hour x 528 hours = $3664.32
5% for Possible Salary Increase 183.22
$3847.54

Requested by Department $3850.00
Approved by Chief Administrative Officer $3500.00

It is recommended that no reduction be made in this request as per diem men are assigned to work all of the events listed above, and as they are being paid premium wages the small cost for supervision is well warranted through the increased efficiency because of adequate supervision.

The cost for supervision of men on overtime is approximately 3.6% of the wage cost, and the cost for supervision on regular shift is approximately 6%. It, therefore, costs approximately 40% less to supervise work on an overtime basis than on a regular basis.

B

Holiday Pay Supervisory Forces
To provide payment for District Directors required to work on the following holidays:

Holiday	Date	No. of Dist.Directors	Hours	Amount
	Recognized by Per Diem Workers			
Independence Day	7-4-62	1	4	$ 27.76
Labor Day	9-3-62	1	4	27.76
Admission Day	9-10-62	1	4	27.76
Thanksgiving Day	11-22-62	1	4	27.76
New Year's Day	1-1-63	5	40	277.70
Washington's Birthday	2-22-63	1	4	27.76
Memorial Day	5-30-63	1	4	27.76
	Not Recognized by Per Diem Workers			
Columbus Day	10-12-62	5	40	277.70
Election Day	11-6-62	5	40	277.70
Veterans Day	11-12-62	5	40	277.70
Lincoln's Birthday	2-12-63	5	40	277.70
				1555.06
	5% for possible Salary Increase			78.00
				1633.06

ITEM
A

Seasonal Relief Laborers - To provide funds for replacement of laborers off for various reasons. During 1960-61 laborers were off 6325 man-days which is exactly 25 man-years less than our budgeted allowance.

It is estimated that we will require funds to replace a minimum of 5 laborers during 1962-63.

5 Laborers x 252 working days x $25.80 per day

5 x 252 x 25.80 = 32,508
Say 32,500

Requested by Bureau	$ 32,500
Recommended by Director	25,000
Approved by Chief Admin.Officer	12,000

B

Seasonal Relief Chauffeurs - To provide funds for replacement of Chauffeurs off for various reasons. During 1960-61 Chauffeurs were off 1159 man-days which is over 4½ Chauffeurs less than our budgeted allowance.

It is estimated that we will require funds to replace a minimum of 3 Chauffeurs during 1962-63.

3 Chauffeurs x 192 working days x 31.36 per day
3 x 192 x 31.36 = $ 18,063.36
Say 18,000

Requested by Department $18,000

Approved by Chief Administrative Officer $15,000

C

Sweeper Service (Hall of Justice) - To provide weekly mechanical sweeper service in parking lot.

Vehicle parking for 799 cars, both public and private, is provided at the new Hall, covering an area of 147,500 sq.ft. There is an additional 69,350 sq.ft. comprising approaches, sidewalks, etc. Hand sweeping of areas this size would be prohibitive in cost.

Requested by Department $1989.00

Approved by Chief Administrative Officer $1800.00

This item for 1962-63 is included in the Bureau of Building Repair budget - Index No. 417, Sheet No. 41, Line 11 - and not to be handled as a budget transfer.

ITEM A

Saturday, Sunday, Celebration & Emergency
To provide for essential street cleaning with reduced forces on weekends and cleanup after parades, conventions and other civic events. Funds required are based on past experience for minimum cleanliness.

The Bureau also has the responsibility of cleaning 3½ miles of access roads and the perimeter road between the Candlestick Park Stadium structure and the outer fence. Some of this cleaning will, by necessity, be performed on overtime basis in order to ready the Stadium area for games on Saturdays and Sundays when games are played on Fridays, Saturdays and Sundays.

	Candlestick Park Access Roads	Hours		Rate	Cost
1 - 01	Chauffeur, 13 Saturdays, 4 hrs. each at time and one-half, 13 x 6	78	x	3.92	305.76
1 - 01	Chauffeur, 13 Sundays, 4 hrs. each at double time, 13 x 8	104	x	3.92	407.68
	Saturdays (52)				
27	J-4 Laborers, 4 hrs each at time and one-half 27x6x52	8424	x	3.225	27167.40
6	01 Chauffeurs, 4 hrs each at time and one-half, 6x6x52	1872	x	3.92	7338.24
	Sundays (53)				
36	J-4 Laborers, 4 hrs. each at double time, 36 x 8 x 53	15264	x	3.225	49226.40
8	01 Chauffeurs, 4 hrs each at double time, 8x8x53	3392	x	3.92	13296.64
	East & West Pageant				
3	J-4 Laborers, 4 hours each at double time, 3 x 8	24	x	3.225	77.40
1	01 Chauffeur, 4 hrs at double time, 1 x 8 x 1	8	x	3.92	31.36
	Chinese Celebrations				
12	J-4 Laborers, 4 hours each at double time, 12x8	96	x	3.225	309.60
4	01 Chauffeurs, 4 hours each at double time, 4x8	32	x	3.92	125.44
	St. Patrick Day Parade				
33	J-4 Laborers, 4 hrs. each at double time, 33x8	264	x	3.225	851.40
2	Sub-Foreman, 4 hrs. each at double time, 2x8	16	x	3.90	62.40
14	01 Chauffeurs, 4 hrs. each at double time, 14 x 8	112	x	3.92	439.04
	Columbus Day Parade & Celebration				
39	J-4 Laborers, 4 hrs. each at double time, 39x8	312	x	3.225	1006.20
2	Sub-foremen, 4 hrs. each at double time, 2x8	16	x	3.90	62.40
15	01 Chauffeurs, 4 hrs. each at double time, 15x8	120	x	3.92	470.40
	Mission Miracle Mile				
2	J-4 Laborers, 4 hrs. each at time and one-half, 2x6	12	x	3.225	38.70
1	01 Chauffeur, 4 hrs. each at time and one-half, 1x6	6	x	3.92	23.52
	Halloween Celebrations				
2	J-4 Laborers, 4 hrs. each at time and one-half, 2x6	12	x	3.225	38.70
1	01 Chauffeur, 4 hrs. at time and one-half, 1x6	6	x	3.92	23.52
	Kezar Stadium Events (rain)				
2	J-4 Laborers, 4 hrs.each at double time 2 x 8	16	x	3.225	51.60
1	01 Chauffeur, 4 hrs. at double time 1x8	8	x	3.92	31.36

(Continued)

ITEM	Saturday, Sunday, Celebration & Boarding (contd)	Hours		Rate	Cost
	Holidays: Labor Day, Independence Day, Admission day, Thanksgiving day, Washington's Birthday, Memorial Day				
	27 J-4 Laborers 27x8x6	1296	x	3.325	$4174.60
	6 01 Chauffeurs, 4 hrs. each at double time, 6x8x6	288	x	3.90	1123.20
	New Year's Eve Celebration				
	130 J-4 Laborers, 8 hrs. each at double time 130x16	2080	x	3.325	6916.00
	25 01 Chauffeurs, 8 hrs. each at double time 25x16	400	x	3.90	1560.00
	8 Sub-Foremen, 8 hrs. each at double time 8x16	128	x	3.90	499.20
	Pacific Festival				
	25 J-4 Laborers, 4 hrs. each at time and one-half, 25x6	150	x	3.325	498.75
	11 01 Chauffeurs, 4 hrs. each at time and one-half, 11x6	66	x	3.90	257.40
	Unscheduled Parades & Civic Functions such as:				
	Longshoremen's Parade:				
	12 Laborers, 4 hrs. each at double time, 12x8	96	x	3.325	319.20
	4 Chauffeurs, 4 hrs. each at double time, 4x8	32	x	3.90	124.80
	Admission Day Parade:				
	18 Laborers, 4 hrs. each at double time 18x8	144	x	3.325	478.80
	4 Chauffeurs, 4 hrs. at double time, 4x8	32	x	3.90	124.80
	American Legion Parade:				
	20 Laborers, 4 hrs. at time and one-half, 20x6	120	x	3.325	399.00
	4 Chauffeurs, 4 hrs. at time and one-half, 4x6	24	x	3.90	93.60
	Emergency cleanup, such as broken glass, oil spills or debris on the street. During the last year from July 1960 to June 1961 this Bureau has calls, primarily from the Police & Fire Departments to clean up hazards left with on the street, totalling 101 hours at premium pay.				
	Laborer 52 hours at time and one-half, 52x1½	78	x	3.325	259.35
	Chauffeurs, 49 hours at time and one-half, 49x1½	73	x	3.90	284.70
					11,093.60
	5% for possible wage increases				554.68
		Total			11,648.28

Requested by Department $124,000
Approved by Chief Administrative Officer $100,000

ITEM

A — Recapping Tires - To provide for recapping of tires on 62 trucks, 7 passenger cars and 13 non-mileage units.

Estimate received from Purchaser's Tire Shop for 12 months amounts to $2800 minimum to keep tires recapped.
Amount required $2800

B — Crankcase Blow-by Devices - To abide by regulations of the Bay Area Air Pollution Control District regarding automobiles and trucks.

7 Passenger cars
55 Trucks
10 Rear Engines Street Flushers

Installation:	
Labor	$10.75
Material	5.20
5000 mi.Maintenance	2.25
	$18.20 per unit

72 Units @ $18.20 each = $1310.40

Say $1310.00

C — Repairs to Automotive Equipment - For maintenance and repair of auto equipment by Purchaser's Shop #2. Request based on past 5 years experience adjusted in ratio of salary increase for M-54 Auto Machinist assuming present salary to be increased 5% for coming year.

Year	Weekly Salary	Ratio of Increase based on 62-63 Salary Projected	Product of Past Expenditures x Ratio of Increase
60-61	115.60	1.106	$ 66,653
59-60	120.40	1.168	77,668
58-59	115.70	1.296	68,875
57-58	115.70	1.296	78,325
56-57	113.50	1.333	64,993
			356,514

356,514 ÷ 5 = 71,302

Requested by Department $71,000

Approved by Chief Administrative Officer $66,000

ITEM
A

Motor Broom Core Refills - Bureau will need at least 15% broom refills for the year for continuous operation of motor sweepers using new Herox Plastic broom material. The bureau has obtained better mileage resulting in less frequent changing of broom cores. Although we are satisfied with the new synthetic material thus far, we do not intend to change over completely from the old material this year.

Waynes	(10 "Radax Herox" prefabricated Brooms @ $252.50		$ 2525.00
	(80 Palmyra refills	@ 30.70	2456.00
Elgins	(4 "Radax Herox" prefabricated Brooms @ $388.10		1552.40
	(60 Palmyra refills	@ $ 34.70	2082.00
	Cost of 15% refills		$ 8615.40

Say $8615

R Repainting Automotive Equipment - To provide painting of automotive equipment to prevent deterioration and to give a presentable appearance.

The following listed equipment is in need of painting. Touch up, spot painting and lettering renewal will be necessary from time to time.

4 Motor sweepers
6 Trucks
2 Flushers

Cost $4000

C Services of Garageman - To provide cost of one Garageman assigned to 2550 - 19th Ave. Street Cleaning Garage from the Purchaser's Dept. Routine duties are performed by Garageman. Cost $7000

D Routine Maintenance & Repair of Other Equipment - To provide for repairs to miscellaneous equipment other than that serviced by the forces of the Purchaser of Supplies, such as street cans, tool boxes, sprinkler system on Junipero Serra Blvd. south of Ocean Ave., keys, office equipment, repairs to trucks, and other miscellaneous articles.

Estimated maintenance cost is as follows:

a)	Routine maintenance work on street cans, such as new bottoms, lids, handles - 7% cans $10.00 ea.	$ 700.00
b)	Repairs to street can sheds as needed, new floors, etc. 10 sheds - $30.00 ea.	300.00
c)	Repairs to sprinkler system Street Cleaning	150.00
d)	Other repairs to small equipment	129.00
		$1479.00

E Repainting Street Can Sheds - To provide for painting 71 street can sheds in order to improve their appearance as they are generally placed on the sidewalks fronting private residences & business establishments.
During 1960-61 only 38 sheds were painted with funds provided.
To properly maintain our can sheds, funds sufficient to paint [illegible] are required. This increase request is to catch up with our program [illegible]
100 Can Sheds $18.00 = $1800.00
Requested by Department $1[illegible] - Approved by Chief Administrative Officer

ITEM

A Repainting Street Cans - To provide for repainting of 300 street cans to prevent deterioration and to give an acceptable appearance.

Street cans in some locations, such as Market Street, should be repainted every year; others once in three to five years.

During 1960-61 - 218 cans were painted with funds allowed.

Approximately 1600 street cans are in use. This budget request anticipates painting most cans on an average of once every five years.

300 @ $5.90 = $1470.00

Requested by Department $1470.00

Approved by Chief Administrative Officer 1250.00

B Services of Reproduction Bureau - To provide funds for blueprints, maps, photographs, etc. Prints are often required by Purchaser of Supplies when orders are submitted for equipment. Other blue-line prints are requested from time to time showing different functions of Bureau.

Reproduction Bureau also takes photographs, as requested, of equipment, violations of the law, and pictures needed in educational campaign that operates the year around to eliminate "Litterings." Cost $150.00

C Heat-Light-Power - Requested by Bureau of Heat, Light & Power, Cost $140.00

D Carfare & Telephone Expense - Provide funds to repay employees for money spent by them telephoning the Office, and carfare used to transport men given new assignments after having reported to work. Bureau rules instruct men to report immediately to office any dangerous conditions observed on streets or sidewalk, such as hole, loose curb irons, oil spillage, dead animals or illegal nets. Estimated cost $300.00

E Litter Control Program - To provide funds to defray expenses of a Citizens' Committee appointed by the Mayor to unify and develop public support of a "Clean City Program."

Funds include expenses for stenographic services, advertising and incidental costs to effect a continuing program of public education and publicity by a Citizens' Committee in cooperation with City departments.

It is to be noted that the $60000 appropriated last year for this purpose attracted $50,000 in free time broadcasting and TV stations. Foster & Kleiser, outdoor advertising company, provided 30 large billboards. In the report to Mayor Christopher the Committee stated that public response to the 1961 campaign was far greater than the first effort in 1960.

F Auto Mileage - Employee cars, not required due to suspension of operations at the Jennings and Arthur Street dump.

ITEM
A

Materials & Supplies - General
To provide for small tools and other supplies. List of requirements follows:

36	Square shovels @ $3.46 each	$ 124.56
30	Hills Files @ .42 each	12.60
300	18 x 18 Red Flags .26 each	78.00
50	Shovels @ $4.09	204.50
200	ft. Water hose .25 ft.	50.00
25	House Brooms @ 1.50 ea.	37.50
20	Yds. Canvas @ $1.30 yd.	26.00
20	Light Bulbs @ .20 ea.	4.00
2	Sledge Hammers @ $3.00 ea.	6.00
6	Bales Rags @ $14.80 bale	88.80
10	Prs. Hinges @ .40 Pr.	4.00
15	Garden Rakes @ $25 doz.	31.24
12	Lawn Rakes @ $14.00 doz.	14.00
12	Manure Forks @ $4.40 ea.	52.8
15	Gals, Germite @ 3.00 gal.	45.00
5	Pails Soap $8.40 pail	42.00
2	Axes @ $3.00 ea.	6.00
Miscellaneous Supplies		100.00
200	Lbs. P40 Cronite Detergent	12.00
		$ 9[illegible].00

B

Tires & Tubes - New
To provide tires and tubes for 67 trucks, 6 passenger cars, and 11 non-mileage units.
Estimate based on survey of present tires by Purchaser's Tire Shop.

C

Metal Signs & Decalcomanias - To provide metal signs, posters and decalcomanias for the [illegible] cleaner city and anti-litter campaigns, and for educating the public to use the waste receptacles placed on streets for their convenience.

D

Safety Items - To provide materials and supplies necessary to protect the health and safety of [illegible] forming their routine duties.

(a)	Materials to replenish First Aid Packets	$37.00
(b)	First Aid Kits	26.00
(c)	Goggles	10.00
(d)	Sure-Grip Metal, Safety-walk, Flags and Driver Training Materials	225.00
(e)	Miscellaneous purchases of improved safety items	50.00
		$348.00

E

Street Brooms & Handles, etc. - To provide [illegible]
It is estimated that the following [illegible]
Approximately [illegible]
[illegible]
[illegible] type brooms for [illegible]
equipment [illegible]

ITEM

A — Gutter Broom Wire - To provide gutter broom wire for 13 motor sweepers during 1962-63. During 1960-61, 12 sweepers used 12,800 lbs. of wire at a cost of $3857.00.

The Bureau received funds for an additional motor sweeper for the current fiscal year for a total of 13 units during 1962-63.
An estimated 14,000 lbs. will be needed during 1962-63. 14,000 lbs. @ .32 per lb. = $4480.00
Say $4500.00

B — Scoops & Scrapers -To provide necessary tools for Gang Sweepers and Blockmen to perform their duties in an efficient manner. It is estimated that the Bureau will replace 123 hand scoops during the 1962-63 fiscal year. A scoop lasts practically one year and costs $7.45. 123 x $7.45 = $916.35

500 broom scrapers will be needed by gang sweepers. They cost approximately $.68 each
500 x $.68 = 340.00
$1256.35
Say $1260.00

C — Gas & Oil - To provide fuel for operation of automotive equipment.
Request based on average of last 5 years expenditures plus 5% price increase.

1960-61	$ 24,218
1959-60	22,997
1958-59	23,000
1957-58	23,738
1956-57	23,699
	117,652 ÷ 5 = 23,530.40
5% for possible price increase	1,176.52
	$24,706.92
Say	$24,700.00

D — Stationery & Printed Forms - To provide office stationery, forms, time books, special notices and miscellaneous printed items. Estimated cost $500

Requested by Department $500
Approved by Chief Administrative Officer $450

E — Weed Killer - For use in weed control on City-owned land now being weeded by hand.

Among these areas are unimproved streets, vacant lots, and partially landscaped rights-of-way, i.e., stairs, walks and easements.

The Bureau during 1960-61 hand-weeded over 45 acres, which required the full-time of a weeding gang consisting of 3 laborers, 1 sub-foreman working and one truck with chauffeur and 1 laborer.

It has been necessary since enactment of the no-burning laws to hand clean weeds. These were previously burned by the Fire Dept.

This weeding program will continue from year to year and some method of control other than removal is needed to reduce the work.

ITEM

A — 1 Motorized Street Sweeper (Replacement) - To provide one (1) modern 3-cubic yard Motor Sweeper to replace a 1951 Elgin Motor Sweeper which has become very costly to operate. Intermittent lack of parts from manufacturer's factory has caused unnecessary downtime when machine should have been in service.

Replacement of this machine has been recommended by Purchaser's Shop.

Number	Make	Year	License	Mileage	Shop Repair Cost (1-1-60)	Salvage
431 877	Elgin	1953	50491	25153	$10165.60	$1[illegible]0.00

Motorized Street Sweeper	$14,000
Less salvage value of #877	1,500
Budget Request	$12,500

B — Mechanical Load Packer (1) (Replacement) - To provide a modern 14, or over, cubic yard load packer to replace a obsolete 1948, 13-cubic yard, Heil loose mechanical loader which does not pack the load into truck body.

Due to "no burning" law we are forced to dump in sanitary fill operations, with Brisbane, San Mateo County. The present equipment uses too much travel time, twice a day, whereas newer unit will permit body to drive to fill site only once.

Replacement has been recommended by the Purchaser's Shop.

Number	Make	Year	License	Mileage	Cost (1-1-60) Repairs	Salvage
431 755	GMC	1948	50418	120[illegible]3	$[illegible]515.[illegible]	$1500

1 Load Packer Truck @	$16,500
Less Salvage value of #755	1,500
Budget Request	$15,000

C — Motor Flusher (1) Replacement - To provide one (1) modern 2[illegible]-gallon motor flusher to replace one (1) 1[illegible] Flusher-1947.

Because of larger capacity, 2500-gallon instead of 1500-gallon, this new unit will [illegible] to new areas, giving additional flushing to districts now served [illegible].

Replacement has been recommended by Purchaser's Shop.

Number	Make	Year	License	Mileage	[illegible]	[illegible]
431 754	Autocar	1947	50431	9[illegible]3[illegible]7	$[illegible]77[illegible].[illegible]	$[illegible]

1 - 1500-gallon Motor Flusher -	$[illegible],000
Salvage value of #754	1,000
Budget request	$[illegible],000

D — Street Cars (100) Replacement - To provide funds for [illegible] and beyond repair. This is a minimum need for [illegible]

ITEM

A — Can Shed (5) Replacements - To provide 5 new sheds to replace those which through normal use are not repairable.

These sheds are used by Sluicemen for storage of street cans used by them in cleaning their routes.

The use of sheds is a safety factor and provides minimum interference with pedestrian travel. They provide space for storage of 6 - 8 cans in a small side-walk area, not possible when sheds are not used. If the cans are not so housed people also use the cans for illegal disposal of garbage. 5 Sheds @ $200.00 each = $1000.00

B — Dump Trucks (5) Replacements - To replace 5 obsolete 1949 GMC Dump trucks. These trucks see much rough usage in their daily service, and are well past replacement time.

These trucks are now becoming costly to maintain, as well as hazardous to operate.

Replacement of these units have been recommended by Purchaser's Shop.

Number	Make	Year	License	Mileage	Shop Costs 6-30-61	Salvage
411 757	GMC	1949	56411	77973	$6263.20	$500.00
411 758	GMC	1949	56414	69496	7557.07	500.00
411 759	GMC	1949	56415	72461	5467.97	500.00
411 760	GMC	1949	56416	58012	7784.89	500.00
						$2000.00

5 Trucks @ $8750 each $43,000
Less salvage value of #757, 758, 759, 760 2,000
Budget request $41,000

C — One (1) Motorized Street Sweeper (New) - To supplement our fleet of 13 motorized street sweepers to overcome deficiencies in sweeper service.

In recent years the addition of several new residential areas has resulted in our schedules being watered down more than is consistent with good cleaning practices. We will soon have Diamond Heights added to our already heavy schedule. In addition, more center islands and traffic channelization are being added to the streets, and safety and efficiency dictates that the street surface adjacent to these be cleaned mechanically.

D — Waste Receptacles (New) - To provide much needed waste receptacles for placement on San Francisco streets for disposal of pedestrian litter.

Newspaper items have criticized the lack of disposal units. The publicity received over radio, television and newspapers is making our residents anti-litter conscious and creating demand for more units.
"Keep America Beautiful" has a continuous anti-litter campaign and strongly urges the widespread use of waste receptacles.

To continue our program of providing a sufficient number of pedestrian litter disposal units on our City streets, it is estimated the following number will be needed for the 1962-63 fiscal year:

100 Standard Street Cans	@ $14.00 each -	$1400.00
100 Mesh Dole-type Waste Receptacles	@ 15.00 -	1500.00
Requested by Department		$2900.00
Approved by Chief Administrative Officer		400.00

The 100 Dole-type units will be placed on our neighborhood streets and in neighborhood shopping areas because of their attractive appearance. The other units will be placed on routes and other locations.

ITEM
A 1 Automobile (New)

To be used by requested Assistant Superintendent in performance of official duties.

1 Intermediate 2-door Business Coupe $1900

B Summary of Equipment

Priority	Item	New	Replacement
1	4 Dump trucks		$ 33,600
2	1 Motorized Street Sweeper		12,500
3	1 Mechanical Load Packer		15,000
4	1 Motor Flusher		15,000
5	100 Street Cans		3,400
6	5-Can Sheds		1,000
7	1 Motorized Street Sweeper	12,500	
8	4 Pickup trucks	7,200	
9	1 Automobile	1,900	
10	200 Waste Receptacles	4,900	
		26,500	74,900
			26,500
	Requested by Department		106,400
	Approved by Chief Administrative Officer		98,500

A. Personal Services
O.E. 110 New Position
1 Cost Analyst C 693/813

Need

For the fiscal year 1961-1962, the budget for the Department of Public Health is approximately $20,000,000.00. There is in existence several varied cost accounting systems throughout the department. Various governmental and private agencies request and require reports continuously, and at the present time these systems must be correlated to give uniform information. Section 24 of the Charter states that fees and licenses to be charged shall not be less nor exceed the cost of said regulation or inspection.

Purpose

To revise reorganization of the Department of Public Health and set up a uniform system throughout the department; perform analysis of functions at the various institutions with the aim of reducing costs and improving efficiency.

Assignment

This assignment will be assigned to the Accounting Division. A portion of his time will be spent with the Central Office Bureaus; he will also allocate portions of his time to the San Francisco General Hospital, Laguna Honda Home, Hassler Health Home, and Emergency Hospitals.

Requirements

At least five years experience in the service of the City and County of San Francisco, with experience in fiscal matters. He should have a knowledge of the Charter, Appropriation Ordinance, Salary Ordinance, payroll procedures, and procurement procedures.

In addition, this analyst should have an educational background in accounting, with specific courses in cost accounting and auditing. At least two years of public health experience is desirable.

B. 2.511.130.000 Temporary Salaries

Class	Expenditures 1960-61	Expenditures 7/1/61-12/31/61	Estimated 7/1/61-6/30/62	Required 1962-63
8513	437.79	332.22	660.00	716

Vacation relief for cashier and counter attendant — 6 weeks
Budget typing — 2 weeks
Total — 8 weeks

8 weeks @ $89.50 — $716.00

C. 2.511.200.000
O.E. 210 Maintenance & Repair - Office Equipment

In accordance with current experience and age of office equipment. This amount is for servicing and maintenance of seven electric adding machines, two electric calculators, a time stamp, one electric dictaphone, two numbering machines, one electric typewriter, and six manual typewriters.

$100.00

D. O.E. 210 Maintenance & Repair - Other Equipment

This request will allow a continuance of program began 1961-1962 to refinish office desks and recover posture chairs in the bureau offices. Up until this past year, no servicing was done on this equipment for the last twenty years. $350.00

A. O.E. 225 Tabulating Service (PUR)

These funds are required for a continuation of the consolidation of activity reports [illegible] one operation. This will expedite reports required by Federal, State, and Municipal [illegible].

At the present time, these reports are a combination of machine [illegible]. The [illegible] & Child Health, Disease Control, Public Health Nursing, Milk Inspection, [illegible] Disease Control. When this operation is fully tested, the personnel now [illegible] will be [illegible].

Cost as estimated by Purchaser's Tabulating Division	$12,900.
Budget statistics (a recurring, continuing request	935.
	$13,835.

B. O.E. 235 Subscriptions

Subscription to periodicals and journal on Public Health and governmental [illegible]

$45.00

C. 2.511.203.000 Use of Employee's Cars

Travel expense for Cost Analyst.

$30.00 per month x 12 $360.00

D. 2.511.300.000 Materials & Supplies

O.E. 371 Stationery & Office Supplies

In accordance with experience $350.00

Additional amount required for increase number of reports and extra work required by statutory and [illegible]. For example, the State Department of Public Health has indicated a uniform accounting system will be necessary to [illegible]. This will require a setting up of proprietary ledgers and accounts. $200.00

$550.00

2.311.400.511 Equipment (Pth)

REPLACEMENTS

A. O.E. 402 Chairs, posture (2)

To replace two chairs over 25 years old, Nos. 50-030 and 50-036. Replacement cost-2 @ $35. $70.
Less trade-in 0
Net Cost $70.

B. O.E. 406 Lamp, Desk (1)

To replace 20 year old desk lamp with insufficient and poor illumination, Purchaser inventory # 50-104. $30.
Less trade-in 0 $30.

C. O.E. 412 Typewriter, manual

To replace Underwood(23650) purchased 1947. $230.
Less trade-in value (est.) 10. $220.

D. O.E. 413 Typewriter, electric
To replace Remington J10562D4 purchased 1947. Electric model is required for multiple-copy, stencil, and budget typing. $487.
Less trade-in value(est.) 10. $477.

K. O.E. 413 Adding Machine (2)

To replace two adding machines, Burroughs Nos. A867536 and A863864. Old machines are of 13 column 9 key type; complete overhaul cost would not be justified. Replacement cost 2 @ $375. $750.
Less trade-in value 2 @ $10. 20. $730.

F. O.E. 413 Electric Calculator
To replace Friden Calculator (purchased 1951)
#3T10-100624. This machine is vital for accounting analysis and reports. Replacement cost. $1260.
Less trade-in value (est.) 10. $1250.

NEW

G. O.E. 402 File, 4 drawer, legal (2)
Increased number of records for ready reference. It is currently necessary to obtain many files from a time-consuming basement storeroom process. 2 @ $100. $200.

H. O.E. 402 Desk Executive } For new position of Cost Analyst $140.
Chair, Executive } $ 60.

I. O.E. 413 Calculator
For new position of Cost Analyst. (H11) $1250.

J. O.E. 406 Lamp, Desk (1)
To illuminate typist desk area where constant fine figure work is required. $30.

K. O.E. 491 Books, reference and professional. In anticipation of a State of California requirement for a uniform state-wide hospital system, several reference books such as the California Hospital Association's "Uniform Accounting Manual" will have to be purchased. Other books also necessary for up-to-date staff reference. $75.

A. 2.511.954.000 Electronic Data Processing

To develop one Public Health 3-man programming team for transition to city-wide computer system scheduled for July 1, 1[illegible]. In addition to [illegible] of permanent Health Department employees who are uniquely trained and experienced in Public Health needs and problems will provide the Department with personnel to meet this change-over.

Temporary personnel while permanent staff members are being trained and while working on programming.....$54[illegible].

To provide fees, subsistance and other costs incidental to training of the programming team..... 1[illegible].

Materials and supplies to be used by staff in programming..... [illegible]

$[illegible]

B. 2.511.110.000 PERMANENT SALARIES

Normal increment adjustment.

P.515.110.000 Permanent Salaries

A. 1 - 1424 Clerk Typist for Personnel Office

The present clerical staff of the Personnel Office consists of:

(1) H-516 Senior Clerk-Typist
(1) H-400 General Clerk-Stenographer
(1) H-510 General Clerk-Typist
(1) H-510 General Clerk-Typist (19 hours per week)
(2) H-310 Office Assistant (1 information and mail clerk)
(1 messenger)

There has been no increase in this staff in over ten years. However, the number of employees in the Department of Public Health have increased from 1,098 in July, 1951 to 3,109 in July, 1961. This increase in departmental personnel has obviously increased the paper work processed by our office in volume and complexity. An increase in the necessity of more rapid processing of certain documents has been occasioned by changes in regulations of the Budget Division, Controller's Office and the Civil Service Commission.

The responsibility for processing and furnishing accurate and immediate information in connection with large temporary payrolls and more frequent extensions of temporary requisitions is handled by virtue of considerable time and effort on the part of an experienced employee.

An additional 1424 Clerk-Typist is necessary to assist in alleviating the volume and pressure of important phases of personnel procedures. In order for the Personnel Office to fulfill its function adequately for the benefit of the Department as a whole, the individual bureaus and employees and to comply with requirements of other City departments, it is recommended that this one additional employment be approved.

B. P.515.111.000 Allowance for Overtime

Class	Expenditures 1960-1961	Expenditures 7/1/61-12/31/61	Estimated Expenditures 1961-1962	Estimated Requirements 1962-1963
[illegible]	$ 937	$ -	$ 505	$ 500
H4	54	-	270	351
H6	106	-	183	142
H300	165	-	-	-
H400	97	60	92	57
H510	570	151	610	670
H516	132	-	-	-
Totals	$ 1031	$ 201	$ 1560	$ 1700

C. P.515.115.000 Sick Leave

Class	Expenditures 1960-1961	Expenditures 7/1/61-12/31/61	Probable Expenditures 1961-1962	Estimated Requirements 1962-1963
H400	$ 111	$ 46	$ 158	$ 92
H464	608	149	349	513
H510	1369	179	513	1263
C62	-	-	-	233
1402	-	-	-	141
Totals	$2370	$ 374	$1000	$2232 *

* Reduced by Chief Administrative Officer to $1500

D. P.515.120.000 Temporary Salaries

Class	Expenditures 1960-1961	Expenditures 7/1/61-12/31/61	Probable Expenditures 1961-1962	Estimated Requirements 1962-1963
H4	$ 894	$ -	$ -	$ -
H310	-	84	-	143
H400	-	199	-	367
H464	469	412	-	682
H510	2196	688	-	2136
H516	475	-	-	-
C62	-	-	-	423
1360	-	-	-	285
Totals	$3915	$1382	$1600	$4036

Plus funds for student trainees "Workreation Program" as considered by the Board of Supervisor's Finance Committee, 8/16/61. Selected high school students to work during the summer vacation as clerical relief. 3000
$7036

E. P.515.140.000 Fees & Other Compensation

Fees paid to hearing reporter for personnel and condemnation hearings. Additional request due to increase in property condemnation hearings. $ 700

F. P.515.500.000
0.5. 501 Travel Expense - , Local

Parking Meter, bridge tolls, telephone calls, etc., for Director of Public Health and Assistant Director, Hospital Services. $ 175.00

2,513,200,000 Continued

A. O.E. 206 Travel Expense - Non Local

Director of Public Health

American Public Health Association	$500	
Conference California Local Health Officers (2 meetings)	100	
Local Mental Health Officers Conference (2 meetings)	100	
Hill-Burton Fund Allocation Meeting	75	
Meetings as called by State Dept. of Public Health (Co. Supv. Assn. Health Comm., State Agr. Dept., etc.	80	$ 855

Assistant Director of Public Health - Hospital Services

American Hospital Association	$300	
California Hospital Association	130	
Hill-Burton Fund Allocation Meetings	75	$ 705

Director, Bureau of Accounts (Alternate - Asst. Dir.)

Association of Business Management in Public Health seminar	$ 90	$ [illegible]
		$1655

B. O.E. 206 Travel Expense - Non Residents

To provide funds to transport non-residents from San Francisco General Hospital to their place of residence. If these funds are not available, higher cost to the City and County would result from continuing necessary care at the hospital $1760

C. O.E. 216 Maintenance and Repair - Auto Equip. (217)

For maintenance and repair of automotive equipment charged to Administration Bureau. $1375

Crankcase blow-by devices for Health Dept. vehicles as per Purchaser's 11/1/61 instructions. Per vehicle furnish and install: $15.95 plus 6,000 mile maintenance $2.25 plus 10,000 mile maintenance $3.25 equals $21.45

$21.45 X 42 Vehicles 901

$2276

D. O.E. 218 Maintenance and Repair - Office Equipment

For repair of office equipment in Central Office Bureau: Manual and electric typewriters, postage meter machine, time stamps, thermofax, etc., in accordance with estimate. $[illegible]

E. O.E. 219 Maintenance and Repair - Other Equipment

For maintenance and repair of equipment other than those classified as office items. $ [illegible]

F. O.E. 253 Rental of Equipment from Others (Int.)

To provide funds for photographic and other reproduction work for Department of Public Health in accordance with experience. $1000

G. O.E. 255 Services of Data Processing Bureau (Int.)

To provide funds for tabulating service for Central Office Bureaus in accordance with estimate as furnished by Purchasing Department. $ 776

H. O.E. 281 Heat, Light and Power (Int.)

Estimated cost of service supplied by [illegible] $7400

I. O.E. 282 Telephone & Telegraph (Int.)

To provide telephone and telegraph service as follows:

Monthly Service

Location	Charge	Part of Total Service	Total
Room 170 1 1 Drive	$[illegible]	7-1-62 thru 6-30-63	$[illegible]
Rooms 256-258 1 1 Grove	15.0	7-1-62 thru 6-30-63	175.0 x 12 = 180.00
Room 319 101 Grove	1.5	7-1-62 thru 6-30-63	1.5 x 12 = 18.00
Room 31[illegible] 1 1 Grove	17.1	7-1-62 thru 6-30-63	17.1 x 12 = 205.20
Room [illegible] 101 Grove	11.	7-1-62 thru 6-30-63	11. x 12 = 132.00
Alemany Health Center	7.75	7-1-62 thru 6-30-63	7.75 x 12 = 93.00
Mission Health Center	9.1	7-1-62 thru 6-30-63	9.1 x 12 = 1[illegible].20
North East Health Center	3.[illegible]	7-1-62 thru 6-30-63	[illegible] x 12 = 36.00
Sunset Health Center	6.50	7-1-62 thru 6-30-63	6.5[illegible] x 12 = 78.[illegible]
Room 450 101 Grove	15.	7-1-62 thru 6-30-63	15.[illegible] x 12 = [illegible]
Total additional monthly service charges required			$1,[illegible]
Funds required for extra [illegible] and telegraph			[illegible]
			$12,[illegible]

$2,513,900,001 Continued

A. O.E. 930.01 Telephone & Telegraph Installation (PUR)

NEW INSTALLATIONS (Non-recurring)

Location	Description	Total
Room 109 101 Grove	Change locals 31 and 100 to A.T.&T. Install new locals from City Hall. Change existing telephones	$90.00
Rooms 906-910	Provide master inter-communicating system connecting six telephones (locals 50-61-50-47-7-69-77-131-63-100-96-109-140-96) with separate dial-select communicating line	20.00
Room 319	Install one telephone and line	4.00
Room 310	Change locals 40-133 and 136 to 5 line 5 station key telephone system. Provide visual operation to all stations and complete inter-communicating to Bureau Director and Asst. Director's telephones. Install one extension.	35.00
Room 305	Four additional Central Office lines for switchboard	40.00
Alemany Health Center	Change phones on six units and install busy light signals	36.00
Mission Health Center	Install two extension phones with inter-communicating system connecting all telephones	8.00
North East Health Center	Install extension phone in Room 5. This to include 3 pick-up keys, a two way signal and a hold as on present phones.	4.00
Sunset Health Center	Install visual system on six telephones incl. lights, wiring, etc.	33.00
Room 4PP 101 Grove St.	Install two additional telephones for lines 9,10,74 and 104. Change local 74 to A.T.&T. (Same as 9,10,74 and 104)	34.10
	Total Non-recurring charges	$290.00

B. O.E. 933 Postage

Postage requirements for twelve Public Health bureaus, Emergency Hospital Service, Hassler Health Home, Laguna HondaHome, San Francisco General Hospital, Community Mental Health Services. $15,000.00

New State of California poliomyelitis' school program - a statutory requirement. Minimum 100,000 postal cards required @ 4¢ each 4,000.00

$19,000.

C. O.E. 935 Subscriptions

Subscriptions for periodicals and medical journals for Department of Public Health including Director of Public Health and Assistant Director, Hospital Services $250.

D. O.E. 937 Scavenger Service (PUR)

To provide scavenger service for Central Office Bureaus $692.

E. O.E. 941 Rental of Office Machines

Rental of long carriage typewriters and other office machines for preparation of annual budget. Also rental of component parts for postal meter is included in this request. $200.

F. O.E. 953 Removal Dead Animals

Removal of dead animals from streets of City and County of San Francisco in accordance with current contract rotation $300.

G. O.E. 969 Other Professional Services

Services of Court Reporter and transcripts for condemnation and personnel disciplinary hearings. $300.

H. O.E. 998 Other Contractual Services

To provide funds for miscellaneous contractual services for the Central Office Bureaus. Based on current experience. $50.

A. 2.513.267.000 Medical Service and Care - Private Hospitals

O.E.		Amount Requested
267	In-patient	$ 55,000 (A)
267	Out-Patient (Clinic)	30,000 (B)
		$ 85,000

(A) This estimated increase is due to experience in the past two years where patients have been transferred to Private Hospitals when there was insufficient room within the institutions of the City to care for the patients. If the new Medical Assistance to the Aged Program relieves the crowding at City and County Institutions this amount can be reduced.

(B) Costs have increased in all medical care facilities and the Private Hospitals have requested that the $3.00 fee per visit be increased to $5.00 per visit.

B. 2.513.267.001 Medical Service and Care - Home Care

Home Care	15,000 (A)
Homemaker's Service	20,000 (B)
	35,000

The Home care Service provides medical services, nursing services, occupational and physical therapy, and a routine follow-up of patients with chronic illnesses discharged to their home.

(A) For expansion of program in 1962-1963.

(B) In accordance with experience and increased demand.

C. 2.513.267.003 Medical Service and Care - Other Counties

To provide funds for payment of hospital bills to other counties for the indigent sick residents of the City and County of San Francisco. Cost of other Official county hospitals have increased; this has reflected in their billings to San Francisco [illegible]

D. 2.513.300.000
O.E. 331 Tires & Tubes

In accordance with experience plus increase and rise in on present tires $175.00

E. O.E. 321 Gas, Oil and Lubricants ([illegible])

In accordance with experience plus full year [illegible] Assistant Director of Public Health, Hospital Service. $[illegible]

F. O.E. [illegible] Stationery ([illegible])

To provide City Tire for rental of [illegible] $[illegible]

G. O.E. 321 Stationery and Office [illegible]

To provide funds for stationery and office supplies for Central Office, Department of Public Health, in accordance with experience plus full [illegible] of new Assistant Director of Hospital Service [illegible]

Plus office supplies for new Central Public Health Library as per request [illegible]

H. O.E. 321 Stationery - Office ([illegible])

To provide stationery for [illegible] Central Office in accordance with experience with full [illegible] the requirements for new Assistant Director of Institutions [illegible]

I. 2.513.[illegible] [illegible] Services and Expenses

To provide for the [illegible] of Welfare and [illegible] for Medical Clinic. Current analysis [illegible] Federal-State participation [illegible] and it is [illegible] benefits as this increase request. $[illegible]

2.511.4 [illegible] Building ([illegible])

PERMANENT

J. O.E. 402 Chair, [illegible] (4). To replace new Medical (Asst. Director's secretary [illegible] (Personal Office) [illegible]

3 @ $[illegible] $[illegible]
Less trade in [illegible] $[illegible]

K. [illegible] 415 Typewriter, [illegible] To replace [illegible] typewriters [illegible] Office [illegible] Project Office [illegible] all [illegible] [illegible] typewriters [illegible] [illegible] [illegible]

P.513,400,513 Equipment (EQU) Continued

(1964)

A. O.E. 408 Chairs, posture (1) @ $40. $40.00
Desk, typist (1) @ 140. 140.00

Requested for 1 new 1404 Clerk-Typist

B. O.E. 408 Bookcase, 4 shelves. $150.00
For Director of Public Health's Office

D. O.E. 408 Visible File System. $450.00
Necessary filing equipment to supplement inadequate existing records and files. There have been no additional to present personnel filing and reference equipment since 1950, although the personnel record requirements have increased 100%. Requested equipment must be similar to items below to be used with present existing equipment.

Executive Aardex Unit, Remington Rand Catalog #VU-HD101 10 slides for 8" x 5" cards, capacity 1250 cards. Cost $450.00

D. O.E. 408 Blackboard with stand $110.00
For use in Central Health Building Auditorium

E. O.E. 408 File cabinet, 5 drawer, letter size. $140.00
For use in Private Hospital Care Unit in expanding activities

F. O.E. 410 Typewriter, Manual (1) $255.00
For requested new 1404 in Personnel Office

G. O.E. 410 Dictating Equipment $350.00
For use in Director's Office as an adjunct to stenographic and correspondence needs

H. O.E. 410 Adding machine, electric $275.00
For use in Private Hospital Care Unit

I. O.E. 474 Safety rails for installation in Central Office Bureau vehicles. $714.00
Cost incl. installation 42 x $17.

J. O.E. 491 Books, professional and reference. $100.00
For use of Director of Public Health and his staff.

P.513,900,000

K. O.E. 849 Burial Indigent Dead

To provide funds for burial indigent dead of the City and County of San Francisco in accordance with experience.

Actual expenditures 1st quarter 1961-1962 $7,299.86

$7300 x 4 quarters = $29,200.00

L. O.E. 854 Dues Authority: Administrative Code 16.6.10
Membership

California Hospital Association	$1200.00
San Francisco General Hospital	120.00
Laguna Honda Home	120.00
Hassler Health Home	
S.F. County Medical Society	135.00
Director of Public Health	135.00
Asst. Director of Public Health	
American Hospital Association	1710.00
San Francisco General Hospital	100.00
Laguna Honda Home Group Member	15.00
Asst. Director of Hospital Services	10.00
Association of Western Hospitals	2.00
American Social Hygiene Association	100.00
American Psychiatric Association	150.00
U.S. Conference of City Health Officers	
American College of Hospital Administrators	50.00
Asst. Director of Hospital Services	50.00
Asst. Supt., S.F.O.H.	
	$1900.00

M. P.513,110,000 PERMANENT SALARIES

O.E.110 Normal increment adjustment

The Public Health Laboratory is a community resource, established at the [illegible] level to provide [illegible] and communicable disease controls. Under California law all public health [illegible] professional personnel must be certified. Methods used must be acceptable to the California [illegible] by the California State Department of Agriculture if milk bacteriology is done. Equipment must be up to [illegible] meet recommended standards and passing evaluation surveys conducted by the State Department of Public Health.

The laws governing the Public Health Laboratory are found in the Health and Safety Code [illegible]. Briefly stated, each local health department shall have available the services of an official public health laboratory, [illegible] after inspection and recommendation by the State Department of Public Health, shall be approved. This laboratory shall be adequately equipped that is adequate, employing approved procedures and techniques and employing certified personnel. [illegible] upon the programming of each health department.

The extent of our services depends upon the program applied to our local needs by Public Health, [illegible] department heads. The laboratory has no control over the number of specimens submitted for examination. [illegible] and (B) Communicable Disease Control were given during the past year, as compared with [illegible] tests done the preceding year. This trend bears out our experience of the past five years with a [illegible] The part played in the control of communicable disease has been an important one. For example, typhoid fever [illegible] menace to the public they were a generation ago. However, with a breakdown of sanitary measures, [illegible] would still be a potential threat. The enteric diseases, tuberculosis, staphylococcal and streptococcal infections [illegible] dangers today.

The present laboratory was designed to carry out procedures that were applicable to the practice of public health [illegible] physical plant have been made owing to the consideration that was given to [illegible] clinical and public health laboratories at the General Hospital. Acquiring new and needed equipment was projected into the future, [illegible] safety measure. Laboratory facilities must be brought up to date to take care of [illegible] this direction has been made in the equipment allowed in this and last year's budget. [illegible] improvement.

Shortage of available certified microbiologists is still a problem. Contributing factors [illegible] educational requirements and the responsibilities inherent in the job. Opportunity for [illegible] facilities and equipment with which to work.

A. NEW POSITION REQUEST 2.517.110.000
1 2464 Senior Microbiologist

The Senior Microbiologist in charge of the laboratory has been [illegible] her office. Both are full time jobs and this has required many hours of [illegible] the full time services of the head of the laboratory. The tuberculosis [illegible] owing to the importance and responsibility involved. The increased complexity of the [illegible] calls for a person with experience.

B. 2.517.112.000 HOLIDAY PAY

Class No.	1960-61	Budget Allowance	7/1/61 12/31/61	estimated 7/1/62 - 12/31/62	Estimated 1/1/63 - 6/30/63
L56	180	180	90	180	180
L58	142	142	71	180	180
TOTAL	322	322	161	360	360

Saturdays and Holidays must be covered in order to take care of the [illegible] laboratory. Whether the time of one or two microbiologists must be utilized [illegible] influenced by the day in the week on which the holiday falls.

A. 2.517.120.000 TEMPORARY SALARIES

Class No.	1960-61	Budget Allowance	7/1/61-12/31/61	Estimated 7/1/61-6/30/62	Est. Requt. 1962-1963
D512					536
1404					648
I. 50	1260	1360	1260	1700	1800
					2984

D512 Vacation relief for two D512 - 6 weeks x 89.33 — 536
1404 Vacation relief - 9 weeks x 72 — 648
I. 50 Laboratory Apprentice for six months each at 300 per mo. — 1800

Total Requested — 2984

Clerk Typist D512

We are requesting vacation relief and relief for sickness if either of our Clerk Typists are off duty. The methods of reporting our results have become more detailed. This is a method standardized throughout the State of California. The increase in number of specimens received as shown in the Mayer's Report has increased 18% over the past five years. Messenger services have been set up to expedite receipt of results to the doctors and hospitals. Our clerk typist cannot handle the amount of work to have these results readied for the messenger services. More demands are being made on the clerk typists for lengthly reports to the State Department of Public Health as well as our own city requirements. It is important that all results and reports be sent immediately, therefore we feel it is imperative we have vacation and sick leave relief.

Porter 1404

If restoration of the Porter in trade to the laboratory a vacation relief will not be necessary.

I.50 Laboratory Apprentice

There is a shortage of Microbiologists (1.56) which is expected to increase owing to the emphasis which is being placed on laboratory findings both in public health, hospital and private enterprise with expansion of laboratories and demand for laboratory personnel. By law, Trainees must spend six months working in an approved laboratory. Trainees qualify for this internship through the Laboratory Field Services of the State Department of Public Health.

B. 2.517.200.000 CONTRACTUAL SERVICES
O.E. 206 Travel Expense - Non local — 60

Public Health Laboratories in California are licensed by the State Department of Public Health. In accordance with this, meetings are held under the jurisdiction of the Bureau of Field Services of the State Department of Public Health, requiring the attendance of the local laboratory directors. At these meetings new procedures in laboratory methods which have been recommended are presented, problem solving and other matters pertinent to the maintaining of an up to date laboratory are discussed. All of this is of great value to our department.

C. O.E. 218 Maint. & Repair - Office Equip.

Maintenance and repair of two typewriters and adding machine for Bacteriological Laboratory. Typewriters need overhauling. — 75

D. 2.517.300.000 MATERIALS AND SUPPLIES
O.E. 315 Cleaning and Lab. Supplie

Cleaning supplies for laboratory — 225

The amount of money allotted last year for cleaning supplies for the laboratory is not sufficient. It shows that a smaller amount of money was spent last year but these requests and needs fluctuate.

A. 2.517.361.000 DRUGS, CHEMICALS, GASES

For drugs, chemicals and gases for Laboratory in accordance with experience. [illegible] for the fiscal appropriation [illegible]

Although the cost of drugs and materials used by the laboratory in carrying out the [illegible] health department is increasing we expect to continue without asking for more monies than we requested 1961-62. A breakdown of the 1961-62 work load of the laboratory, and estimated cost for 1962-63 is as follows.

	Tests 1960-61	Est. Cost 1962 - 63	Percent of All Tests
Communicable Disease Control:			
Venereal Disease	88392	5000	62.5%
Tuberculosis	16627	1000	12.5%
Other (Typhoid, Dysentery, etc.)	2190	500	6.25%
Sanitary Control (Milk Water, etc.)	37552	1000	14.5%
Miscellaneous	640	500	[illegible]
	147401	8000	100%

Increase over 1959-60 6364

B. 2.517.362.000 HOSPITAL & LAB. SUPPLIES

For hospital and laboratory supplies for laboratory in accordance with [illegible] All [illegible] for pipettes and other expendable materials which our inventory of laboratory is non-existant. All [illegible] is in use. [illegible]

2.311.400.517 LABORATORY (PUB)

REPLACEMENTS

A. O.E. 402 Desks, Typewriter (3) at 140 each. 280
Replacing well type desks #50-2421
50-2422

Estimated cost	280
Less trade in value	0
Net Cost	280

B. The type of work done in the office necessitates the use of large flat surface areas as well as the use of typewriters throughout the day in order to process reports. The type of desk now being used in not practical. The typewriter is located in a well in the middle of the desk so there is insufficient surface to handle the necessary work. Therefore our clerk typists are obliged to raise and lower the typewriters constantly to sort the detailed material and results of tests. This works a particular hardship as one clerk typist had a back injury due to an industrial accident and the other suffers from muscle of her right arm which is aggravated by the constant lifting.

C. O.E. 402 File, 4 drawer, legal (4) 400

Clarification of the laws governing the keeping of our records by the city attorney stated that we must keep our files for five years. We need more filing facilities because many times we have had to refer to them for hospitals, physicians and court cases. Four of the files now in use were resurrected from discards and are now inadequate, falling apart and should be replaced.

D. O.E. 480 Centrifuge plus accessories 1300

The centrifuge in serology is over fifteen years old and is in constant use. The electrical engineer reports that the bearings are worn out. Replacement should be made with Model UV.

Replacing Centrifuge #50-2108

Estimated cost	1300
Trade in value	0
Net cost	1300

E. O.E. 480 Petri dish holders (6 doz.)

Replacing holders that have rusted with stainless steel holders which will not rust or need replacing.
Estimated cost 500

F. O.E. 480 Autoclaves 4800

Autoclaves are over 10 years old and have been repaired many times. One is currently in use after having been repaired. Was informed that it could not be repaired again. The other has been taken out of use because of the danger of an industrial accident. It has been repaired many times but breaks down shortly after each repair job (the last interval less than one month.)

Replacing Autoclaves #50-2234

Estimated cost	4800
Salvage value	0
Net cost	4800

NEW EQUIPMENT

A. O.E. 402 Files, 4 drawer, legal (2) 200

We need more filing facilities. By law we must keep our records for five years. An overall increase of 10% in new work load over five years period points up the need for more files.

B. O.E. 404 Fluorescent light desk lamps (4)

To provide proper lighting to facilitate work in bacteriology laboratory and for inspection work in wards.

Estimated cost 160

C. O.E. 484 Blendor 60

This piece of equipment is needed for sanitary control work. The chemistries of prepared [illegible] this type of work for health departments and controls are being established.

D. O.E. 484 Heinicke Washers plus accessories (1) 3000

Efficiency in a laboratory calls for automation wherever possible. This can be accomplished by installing a unit as washer in the [illegible] Disease washroom.

Estimated cost 3000

E. O.E. 484 Equipment for Fluorescence Antibody Technique 2500

New technics call for the use of flouresence equipment and are recommended for work in [illegible] the disease such as rabies, streptococcus and gonococci. Since it is also useful in civilian defense part of the cost might be met by the United States Government.

Estimated cost 2500

F. O.E. 491 Books 100

Books, reprints and material constantly being published by the United States are necessary for us to acquire in order to keep abreast of the changes in the laboratory field.

2.517.110.000 PERMANENT SALARIES

G. O.E.110 Normal increment adjustments.

A. $2,510,110,000 PERMANENT SALARIES

There is a request for an additional Food Chemist, 2406, to assume the following duties:

Operate the Flake Cryoscope for a thorough check of all milk distributed in San Francisco for the possible adding of water.

Examine and analyze the proposed increased number of processed meat samples.

Increase the scope of toxicological examinations to better assist the doctors at the San Francisco General Hospital in their diagnosis of emergency comatose patients.

Dr. Braff, Chief of Bureau of Disease Control, has requested to include, as part of the duties of additional Food Chemist, if granted, some of the duties in the proposed Industrial Hygiene program in which the Chemical Laboratory would broaden their scope of analysis to include industrial hygiene problems.

B. $2,510,900,000 CONTRACTUAL SERVICES

O.E. 201 TRAVEL EXPENSE - LOCAL FARES

Travel expense for laboratory employees for court testimony, attending authorized meetings, visiting other laboratories for information, etc.	$ 20.
TOTAL	$ 20.

C. O.E. 210 MAINTENANCE & REPAIR - OFFICE EQUIPMENT

Maintenance and repair of office equipment, including Friden Calculating Machine, and Typewriter.	$ 30.
TOTAL	$ 30.

D. O.E. 210 MAINTENANCE & REPAIR - OTHER EQUIPMENT

Maintenance and repair of electronic equipment, analytical balances, microscopes, and general equipment.	$ 100.
Additional amount requested for the main source of the Beckman's Model "DU" and Model "B" Spectrophotometers. Both are expensive, delicate electronic instruments requiring an expert to repair.	
The Model "DU" is almost 5 years old and the Model "B" is over 15 years old.	50.
TOTAL	$ 150.

K. $2,510,330,000 MATERIALS & SUPPLIES

O.E. 301 STATION BY & OFFICE SUPPLIES

Stationery, Office Supplies, the printing of cards for Chemical reports and sheets for recording the results of Blood Society tests.	$ 80.
TOTAL	$ 80.

A. 2.519.361.000 - DRUGS, CHEMICALS & GASES

Drugs, Chemicals and gases for laboratory based on prior years experience.

TOTAL $[illegible]

B. 2.519.362.000 HOSPITAL & LABORATORY SUPPLIES

Hospital and laboratory supplies for laboratory based on prior years experience.

TOTAL $[illegible]

. 2.311.400.519 - EQUIPMENT

REPLACEMENT

C. O.E. 484 Seven (7) Hydrometers, Specific Gravity, Fractional grade. Scaled to 0.001 divisions-calibrated at 60 F. Length 14 inches, listed below:

#4	Specific Gravity	0.990 - 0.950
6	" "	1.000 - 1.070
11	" "	1.240 - 1.310
14	" "	1.420 - 1.490
17	" "	1.600 - 1.670
21	" "	1.780 - 1.860
22	" "	1.850 - 1.950

The above seven (7) Hydrometers will replace the broken Hydrometers in an original set of twenty-two (22).

Central Scientific Co., Catalog #16752.

TOTAL $[illegible]

D. O.E. 484 To replace Spectrophotometer Cells that have been in use for the last years in the analysis of total oxidant in air, alcohol in blood, etc.

Eight (8) matched rectangular spectrophotometer cells for use in the Bausch & Lomb Model "B" and "DU". 10 mm. light path, 12mm. O.D., height 45 mm. with cover.

Maximum tolerance within 2% transmittance in visible spectral range. Each $10

TOTAL $[illegible]

NEW EQUIPMENT

. The following heating mantles are required for a uniform rapid heating of a flask of blood to the distillation of alcohol from blood in the blood alcohol test and distillation of acids in the titration.

E. O.E. 484 Two(2) Heating Mantles for flasks, [illegible] App. Unit Cost $17.00

TOTAL $[illegible]

NEW EQUIPMENT (CONTINUED)

A.	O.E. 404	Two (2) Extension supports for Barlow "E" Mantles, capacity 500 ml. B.K. H.#53701 App. Unit Cost $3.50	$ 8.
		TOTAL	$ 8.
B.	O.E. 404	One (1) Heating Mantle, for 250 ml. capacity Erlenmeyer Flask, Glas-Col #0916 B.K.H.	$ 27.
		App. Cost	
		TOTAL	$ 27.

For the qualitative and quantitative analysis of micro amounts of drugs in blood and other body fluids.

C.	O.E. 404	Four (4) matched rectangular silica cells 10 mm. light path for 1.5 ml. capacity. Range from 0.1 to 1000 millimicron wave length. For use in Model "DU" Spectrophotometer Ultracell Co. #810 - 100 or its equivalent. (Set - 4 cells).	$ 85.
		TOTAL	$ 85.

Air pressure pump to be used for spraying in Chromatography, evaporating volatile liquids and air drying glassware.

D.	O.E. 404	One (1) Pump, Air pressure and vacuum, Gast Mfg. Corp. Model 0811-P103-G8, with carrying handle, pressure gauge and pressure relief valve. App. cost	$ 90.
		Sold by: James Willcox Company 400 Market Street San Francisco 11, California	
		TOTAL	$ 90.
E.	O.E. 491	Professional (Chemical, Drugs, etc.) books	$ 50.
		TOTAL	$ 50.

The program responsibilities of the Bureau of Maternal and Child Health include [illegible] health for all public and parochial schools, dental health, Crippled Children Services, [illegible] finding. In addition to direct program responsibility, nine of the physicians in the Bureau [illegible] as administrators of the district health centers and this health center operation is also [illegible] Child Health.

The chief budgetary needs of the Bureau relate to personnel and time-saving equipment. Most of the increases in personnel are required because of program changes, but because of the marked increase in childhood population in recent years, both preschool and school-age, during the last [illegible] years, plus an increase in the percentage of socially dependent population who require public health services, [illegible] to 1961 the total school population increased 39 percent without any increase in physicians, public health nurses, or other maternal and child health personnel serving the schools. Examples of the change in the social characteristics of the resident population are the following:

Almost 6 percent of births in San Francisco occurred out of wedlock, and [illegible] at San Francisco General Hospital. The estimated average family income in San Francisco in 1958 was $6,700.00, yet more than [illegible] children under the age of 18 are in families with incomes under $250.00 a month. Over 13,000 children under the age of 18 are in families receiving AFDC benefits, [illegible] less than $150.00 a month per family. In 1958, of the approximate 15,000 resident births in San Francisco, 20 percent were [illegible] non-white. In comparison with the approximate 16,000 resident births in 1940, 5 percent were white and 1% percent were non-white. [illegible] factors, increase in childhood population, and increase in the number of children in low income socially dependent families, require that the Health Department provide a comprehensive well-balanced Maternal and Child Health program.

Without increases in personnel it is impossible to carry on the same degree of program activities with an effort to realize [illegible] unless personnel needs can be more adequately met it will be necessary to carefully place priorities on [illegible] important but cannot be continued without the additional personnel.

The equipment items most urgently needed are those which effect efficiency in operation [illegible] person be able to perform as much work as possible. Without dictating [illegible] clerical and professional time is wasted in doing necessary work.

A. General Clerk Typist 1424 Priority #1

1 - Clerk Typist

This clerical worker is needed in Crippled Children Services Program to perform the clerical [illegible] workers. Most of these duties revolve around the legal requirement that all Crippled Children [illegible] determination before being accepted for treatment and that this financial eligibility [illegible] is the responsibility of the medical social workers. Much of the work that [illegible] under the direction of a medical social worker. In other counties most of the clerical [illegible] present time being done by clerical workers thus relieving the staff time of the [illegible] time study by the medical social workers indicates that [illegible] clerical and should be performed by this clerk typist. Some of these activities [illegible] date in relation to change of addresses and schools; answering [illegible] the child was last seen by the doctor; sending additional copies of [illegible] of family income and expenses on the financial eligibility [illegible] eligibility forms such as details of insurance coverage, hospital or [illegible] financial eligibility form has not been returned and treatment [illegible] Accounting Office informs us that the family is delinquent in [illegible] actual determination of the family's financial eligibility [illegible] clerical and office procedures involved would be [illegible]

A. General Clerk — Priority #1

1 - General Clerk

It is requested that the clerk be hired on a school year basis.

Clerical workers are needed to complete the program activities in the Bureau of Maternal and Child Health related to case finding in the school health program. It is required by law in the Education Code that vision and hearing tests be given to school children at periodic intervals. It is also necessary for communicable disease control in San Francisco that tuberculin tests be given to school children at regular intervals in order to pick up active cases of tuberculosis in school children and get them under treatment so that other children will not be infected.

Our Bureau carries out these screening programs. During the school year 1960-61 a total of 161,956 school tests were given. The results of these are recorded immediately on classroom lists. In order to incorporate the results in the child's permanent school record it is then necessary for someone to pull the school health record from the file, record the results and return the record back to the file. This involves a great deal of clerical work and must be done very accurately. This recording is usually very far behind. At the present time the recording is done sometimes by student volunteers, sometimes by adult volunteers, sometimes by the public health nurse in the school, and sometimes by the technician himself. If the results of the screening procedures are to be useful and meaningful for the follow-up of an individual child's health it is absolutely necessary that the tests be recorded on his school health record as soon as possible. For this reason we are requesting general clerks to be assigned to the Bureau of Maternal and Child Health to work under the direction of the Assistant Director of the Bureau who now is responsible for scheduling the case screening programs mentioned above. The clerks would be assigned to a specific school within a week following the screening program. It is necessary that these clerks be experienced and able since they will be working in many different school situations and must be responsible for getting the accurate health information from the classroom list on to the health record of the right child and getting the record back into the file in proper order. It is very essential that these positions be included if our screening programs are to be of value.

B. Licensed Vocational Nurse 3141 — Priority #1

2 - Licensed Vocational Nurses

These are needed to work in the various programs of the Bureau of Maternal and Child Health both in health centers and special diagnostic centers. Some of the duties which they would perform are: registering clients; weighing and measuring babies; setting up and cleaning up for child health conferences, immunization centers and diagnostic centers; cleaning and sharpening needles used for immunizations and tests; preparing needles and syringes in packs for sterilization. At the present time there are 36 child health conferences a week operated in 18 different locations in San Francisco. There are 10 immunization centers per week and 10 diagnostic center sessions per week. The duties listed above are now being done by volunteers when they can be recruited (even faithful volunteers are not regular in attendance and often fail to show up if a personal emergency arises), public health nurses (who are working below their classification when required to perform this kind of activity), clerical workers (who are poorly prepared with medical knowledge needed for this kind of activity), porters, and occasionally even by doctors. The most efficient way to handle this type of activity would be to employ licensed vocational nurses who would then be centrally assigned to go to different centers on a regular scheduled basis to do these duties.

C. Physician Specialist 2230 — Priority #1

2 - Physician Specialists

These physician specialists are necessary in order to provide the needed services to our increased number of public and parochial school children. The total school population has increased about one-third since the last increase in the number of physician hours. It is estimated that this population will continue to increase at approximately five percent per year for the next few years. These doctors could be employed on a nine-month a year basis to coincide with the school year.

A. Nutritionist Priority #1

1 - Nutritionist

The services of nutritionist are very much needed in the Bureau of Maternal and Child Health. [illegible] consultant to [illegible] in the Bureau. Nutritional consultation is needed for parents of handicapped children [illegible] food; for those indigent patients at San Francisco General Hospital [illegible] mothers of infants and preschool children in the child health conference, particularly, in the [illegible] San Francisco; for the parents of school children, particularly the extremely [illegible] general who need to provide a nutritionally adequate diet to their families [illegible] in this Department or the School Department. This is very necessary for [illegible] Department of Public Health and the University of California Medical School have urged that [illegible] support to the Department in justifying this important need.

B. Medical Welfare Worker Priority #1

1 - Medical Welfare Worker

Addition medical social service workers are needed if the 2,500 active [illegible] adequate coorindated medical social work services. This number has been arrived at after a thorough review of [illegible] in consultation with the social work consultants from the State Department of Public Health and [illegible] sentatives in other local San Francisco agencies working with handicapped children. The most serious problem [illegible] children is fragmentation of services and the lack of consistent follow-through by any [illegible] part of the care for these handicapped children at a cost of many thousands of dollars [illegible] hood no consistent family counseling has been provided so that the family has a [illegible] potential for their handicapped child. By law the Crippled Children Services program [illegible] from birth to age 21. Medical diagnosis and treatments, specialized services [illegible] as well as surgery, hospitalization, etc. The responsibility for medical social work services [illegible] defined specifically as the responsibility of the individual county. Although [illegible] than any other single program in San Francisco, A staff of two medical social workers [illegible] to provide the needed social services for these severely handicapped children. [illegible] more coordinated total care for the child and would save the total [illegible] family to a coordinated medical care plan rather than the fragmentation and [illegible] agency directing the medical care for these children to provide this service to them.

C. Senior Medical Welfare Worker Priority #1

1 - Senior Medical Welfare Worker

It is essential that a senior medical social service worker to supervise [illegible] Children Services.

2.521.200.000 CONTRACTUAL SERVICES

D. O.E. 201 Travel Expense - Local Fares $0

Carfare for employees in accordance with experience and for travel needed by [illegible] school to another to perform work assignments.

A. O.E. 206 Travel Expense - Non-Local

Maintenance expense for Assistant Director, Bureau of Maternal and Child Health and Administrative Assistant to attend State Crippled Children Nursing Meeting called by State Health Department. 80

Maintenance expense for 2 Medical Social Workers to attend annual Institute for Social Workers in Public Health. 60

$140

B. O.E. 218 Maintenance & Repair - Office Equipment

Maintenance and repairs to typewriters, adding machine, and duplicating machine as required. A yearly contract for maintenance and servicing of duplicating machine is $15 a year. This is necessary if machine is to be kept in top working condition. $100

C. 2.521.201.000 Allowance for Use of Employee Cars

This is needed in order to provide mileage for full time personnel in Bureau of Maternal and Child Health who must travel around the city to cover their assignments. This includes physicians, medical social workers and audiometrists. $1,600

D. 2.521.267.000 Crippled Children Program

For medical service and care for Crippled Children

Mandatory Appropriation	$148,222.00
State Matching Funds	296,444.00
Diagnostic Funds	60,000.00
Parents Reimbursements	10,000.00
Total Appropriation	$514,666.00

1961-1962 Supplemental Appropriation request in process $60,000.00

E. 2.521.300.000 Material & Supplies — Amount Requested

O.E. 331 Household & Instit. Supplies $100.00

In accordance with current experience and needs.

A. O.E. 371 Stationery & Office Supplies $4420.00

Printed forms and stationery in accordance with experience. These are forms required by state & local rules for [illegible]. In addition, forms required for Maternal and Child Health programs such as Diagnostic Center for [illegible] are requested in this budget. See following list.

BUREAU OF MATERNAL AND CHILD HEALTH

Printed Forms

No.	Estimated Quantity Required	
P 1515	50,000	Tuberculin Test Consent
P1520c	50,000	Health Inventory
P1522	50,000	Invitation to Parents
P1525	5,000	School Monthly Report (pink)
P1526	40,000	Hearing Test Report
P1526b	5,000	Audiometric Examination
P1526c	5,000	Eye Examination Report
P1526f	10,000	Ear-Eye Referral Report
P1527	40,000	Neg. Tb Report Letter
P1531	2,000	Cardiac Center Appointments
P1532	100,000	PHD letter
P1532a	10,000	Report of Eye Examination (yellow)
P1547	20,000	CHC Record
P1548	8,000	Report, CHC (blue)
P1533b	15,000	Eye Appointment Card
P1533a	6,500	Ear Appointment Card
P1533	15,000	Notice to Parent re vision screening

Total Cost [illegible]
(approximate)

B. 2.521.361.000 Drugs, Chemicals & Gases

Drugs based on experience plus increase in program for polio vaccination and other immunization drugs. [illegible]

The number of immunizations given through the child health conferences and [illegible] as shown by [illegible] in our files [illegible]. A new State law which goes into effect in January 1962 requires polio immunization of all children entering [illegible] This will undoubtedly increase our program.

C. 2.521.362.000 Hospital & Lab. Supplies

Hospital and Lab. supplies in accordance with experience $4000.00

The increased amount in the 1960-61 budget is due to use of disposable needles. This is one of the [illegible] of transmission of infectious hepatitis when boiled or autoclaved needles are used. It is also [illegible] all immunizations. If this is not done the Department of Public Health [illegible] practice to use disposable needles.

(REPLACE 1963)

A. O.E. 402 CABINET (1) Priority #1 Approx. Cost $175.00

1 - File Cabinet, 4 drawers, letter size, steel Y&X or similar, green

This cabinet is needed for filing forms, reports and correspondence in Crippled Children Services. To replace old wooden individual drawers #50-1[illegible]7 and #50-1020 which are a safety hazard. No trade-in value.

B. O.E. 402 DESK (1) Priority #1 Approx. Cost $140.00

1 - Desk, oak, 11mm top, double pedestal, 7 drawers, 58x29".

For use in Maternal and Child Health Bureau office to replace old Navy Chart desk #50-2454 (Navy surplus) which is in poor condition. No trade-in value.

C. O.E. 413 TYPEWRITER (3) Priority #1 Approx. Cost $660.00

3 - Typewriters - To replace the following:

Underwood - #11-6[illegible]4141 (50-1[illegible]) - 14 years old
Remington Rand-Model 17 - #J[illegible]106 (50-[illegible]) 17 years old

The daily volume of typing in Crippled Children Services is very heavy. These typewriters are constantly in need of repair which creates considerable inconvenience and delay in work, as well as the expense entailed. They do not stay in adjustment and repairs are extremely costly.

Royal - KMM-1[illegible]587 (#50-[illegible])

This typewriter is 14 years old and in very poor condition. Due to the expensive repairs necessary and the age of the machine it should be replaced. There is a large volume of typing in the Cardiac Center and work is constantly delayed awaiting necessary repairs.

Approx. Cost $240.00 each. 3 Typewriters @ $240.00 each - $720.00
Trade-in value - $10.00 each. Less est. trade-in value - 30.00
Est. Cost - $690.00

D. O.E. 482 OTOSCOPE (1) Priority #3 Approx. Cost $80.00

1 - Otoscope (Ophthalmoscope combination, Welch-Allyn or similar.)

The one in use in the Ear Center is quite worn and very unsatisfactory and should be replaced. No trade-in value.

E. O.E. 484 AUDIOMETER (1) Priority #1 Approx. Cost $400.00

1 - Audiometer, Puretone

This would replace the Beltone Audiometer #3064 - Model A, which is no longer satisfactory due to the stress and strain of continuous useage. Repairs have been made but it breaks down frequently causing delay in hearing testing program and it should be replaced. No trade-in value.

(NEW)

A. O.E. 402 CABINET (2) Priority #2 Approx. Cost $135.00

1 - Cabinet, steel, 36"x21"x78", double doors and 4 adjustable shelves.

Necessary for storage of supplies for mothers' classes and equipment for demonstration [illegible]. At present materials are stored in assorted types of cartons in the open. For use in Maternal and Child Health Nursing. Approx. Cost $[illegible].00

1 - Cabinet - (Clothes Locker), steel Priority #1
One shelf - gray color.

For the office of the Assistant Director, Bureau of Maternal and Child Health. This [illegible] was all set [illegible] flannel, [illegible] equipment for the office. At the present time her hat and coat must be hung over [illegible] the office. Approx. Cost $[illegible]

B. O.E. 402 CHAIRS (15) Approx. Cost. $360.00

5 - Posture Chairs, Metal Priority #1

1 - For the clerk typist requested in this budget to be assigned to Crippled Children Services.

1 - For the clerk stenographer in Maternal and Child Health Nursing.

1 - For the Assistant Director, Bureau of Maternal and Child Health.

2 - For the five medical social service workers requested in this budget.
Approx. Cost $40.00 each.

10 - Folding Chairs, Metal Priority #4

Needed for Crippled Children Services office to be used for conference [illegible] present time chairs must be borrowed from another office. Approx. Cost $[illegible] each.

C. O.E. 402 DESKS (4) Priority #1 Approx. Cost $[illegible].00

1 - Desk, Typist, oak, lino top, double pedestal.

1 - For the clerk typist requested in this budget. Approx. Cost $150. each.

1 - Desk, oak, lino top, double pedestal.

For the supervising public health nurse in Maternal and Child Health Nursing. Approx. Cost $[illegible]

2 - Desks, oak, lino top, single pedestal.

For the medical social service workers requested in this budget.
Approx. Cost $100.00 each.

D. O.E. 402 TABLES (4) Approx. Cost $[illegible].00

1 - Thermofax Stand Priority #2
EOL Executive Stand for Thermofax, 30x14x30", steel.

At present the Thermofax is set on top of an old [illegible] not suitable for this machine. A proper stand should be provided for the Thermofax. Approx. Cost $[illegible]

4.5

A. O.E. 402 TABLES

1 - Table, oak, limo top, 24"x60" — Priority #2

For the office of the Assistant Director, Bureau of Maternal and Child Health. To be used when holding conferences, meetings, etc.

Approx. Cost $60.00 each.

2 - Telephone Stands with shelf, oak — Priority #1

1 - For the office of Maternal and Child Health Nursing. There is only one telephone in the office and it must rest on a chair between desks for use by the staff of four. Necessary for safety and to improve efficiency. Present system inconvenient and unsafe.

1 - For use of the clerk typist in Maternal and Child Health Administration. The telephone cord does not reach to the desk and an extension cord would involve additional expense. At the present time the telephone must rest on a chair which is inconvenient and unsafe.

Approx. Cost $35.00 each.

B. O.E. 413 TYPEWRITERS (1) — Priority #1 — Approx. Cost $230.00

1 - Typewriter

1 - For the clerk typist requested in this budget.

C. O.E. 413 DICTAPHONES (2) — Priority #2 — Approx. Cost $520.00

2 - Dictaphones, Stenorette or similar

These dictaphones would be used by the six medical social workers, the Medical Consultant and the Administrative Assistant for dictating their reports, letters, etc. At the present time there is only one dictating machine available for Crippled Children Services Program. Cost $260. ea.

D. O.E. VOICE BOX (1) — Priority #2 — Approx. Cost $20.00

1 - Voice Box or similar.

At the present time when a telephone call comes in requesting information on a case in Crippled Children Services, the clerk has to call above the noise of four typewriters to the Mail and File Clerk the name of the case. Most of the time this clerk cannot catch the name due to the noise level and must walk 25 feet in order to get the necessary information, then walk back to the files to locate the record. This is a disturbing factor to the other clerks. The installation of this voice box would help alleviate this situation. (San Francisco Radio Supply Co.)

E. O.E. LIGHT BOXES (12) — Priority #2 — Approx. Cost $390.00

12 - Good-Lite Boxes (Snellen Illiterate E)

A Good-Lite box should be available in every child health conference in order to test vision of preschool children at the time of the child's visit to the child health conference. Approx. Cost $32.50 each.

F. 001.110,000 PERMANENT SALARIES

F. O.E.110 Normal increment adjustment

2,523.110.000 NEW EMPLOYMENT REQUEST

A. 1 2220 Physician (P.T.)

One additional City Physician (at 21½ hours) to restore the total number on the service to eight.

With the development of the Home Medical Care Program as outlined above, and the increasing number of patients requiring repeated visits, the individual will add thus imposed more than justifies the request for an additional physician.

2,523.300.000 MATERIALS & SUPPLIES

B. O.E. 371 Stationery and office supplies as needed for expanded and changing nature of service rendered. $ [illegible]

2,311.400.523 EQUIPMENT (NEW)

C. For use of Chief of the Bureau.

D. For patients' use.

E. To provide file and record keeping facilities for City Physicians Service.

F. For examination of patients.

G. Medical and reference books as necessary including Dorland's Medical Dictionary and Webster's Dictionary.

4-1

H.MED.110,000 DISEASE CONTROL

NEW EMPLOYMENT REQUESTS

A. INDUSTRIAL HYGIENIST (1)

The Chemical Laboratory in the San Francisco Health Department has the equipment to run many basic industrial hygiene measurements. The Bureau of Sanitation and Inspection could provide some personnel time in the collection of these. The Department requires the expert knowledge of an industrial engineer to organize an industrial hygiene activity, an important part of the overall occupational health program, which should be developed on a local basis. Such programs have already been undertaken in San Mateo, Santa Clara, San Jose and Alameda County Health Departments. Industrial hygiene determinations would be made to locate problems. Correction and necessary follow-up will be taken by business and will utilize consultants and private laboratories for correction and follow-up. As it is now, only when an actual disease is reported is any action taken and then on a selective basis by state agencies, which leaves many situations unexamined and makes no provision for preventive action.

B. PHYSICIAN SPECIALIST (1) HEAD P.T.

One of the currently employed physician-specialists spends his 80 hours a week doing routine medical supervision of city prisoners. Similar services, provided in the Sheriff's Office, is by a physician paid for out of their budget. It would seem reasonable that similar financial arrangements be made by the Police Department to re-imburse us for this service. Money so secured can then be allocated to defray the cost of this position, which is becoming increasingly necessary in establishing programs in occupational health, chronic disease, rehabilitation and accident prevention.

H.MED.110,000 CONTRACTUAL SERVICES

D. O.E. 210 MAINTENANCE AND REPAIR - AUTO EQUIPMENT $ 100.

This is for the automobile to be used by the Bureau Director.
The automobile is being requested in this budget.

D. O.E. 210 MAINTENANCE AND REPAIR - OFFICE EQUIPMENT $ 80.

Maintenance and repair of office equipment which includes four manual typewriters, one electric typewriter and one electric adding machine. More frequent and greater maintenance required due to the increasing age of the office equipment.

E. O.E. 210 MAINTENANCE AND REPAIR - OTHER EQUIPMENT $ 200.

Maintenance and repair other equipment in accordance with experience plus rehabilitation of desks and chairs

Mending and reassembling of: a. Typewriter desks
b. Executive-type desks
c. Tables:
1. Small tables
2. Large tables
d. Chairs:
1. Swivel type - oak
2. Straight back - oak
e. Telephone Stand
f. Oak file case (4-drawers)

2.525.200.000 CONTRACTUAL SERVICES (Continued)

A. O.E. 235 SUBSCRIPTIONS

Yearly Subscription

New England Journal of Medicine (renewal) - } 10.
Journal of Occupational Medicine (new) - 10.

Miscellaneous

Miscellaneous Publications (yearly revisions)

Immunization Booklets - - - - - - - - - - - - - - - - - - -

2.329,300,000 MATERIALS & SUPPLIES

A. O.E. 521 FUELS AND LUBRICANTS $ 190.

Gasoline and oil for the Bureau Director's car as requested.

B. O.E. 531 HOUSEHOLD AND INSTITUTIONAL SUPPLIES $ 15.

The above amount is requested to cover the expense of containers, etc., used in the collection of specimens for Communicable Disease Control.

C. O.E. 571 STATIONERY AND OFFICE SUPPLIES $ 1,700.

Expanding programs in occupational health, accident prevention, chronic disease control and rehabilitation will require stationery and printed forms consistent with the re-organization of the Bureau and in the modification of forms used in services already provided.

2.329,300,010 PLAGUE SURVEILLANCE UNIT

D. O.E. 547 ENTOMOLOGICAL SUPPLIES $ 80.

For most of fiscal year 1960-61 we had one vacancy and one sick leave on the staff of rodent controlmen and these practical vacancies were reflected in expenditures, particularly for flashlight, batteries, etc., and for transportation. The two "vacancies" have been filled which means that actual costs for the current year (1961-62) will be greater than last year.

E. O.E. 521 FUELS AND LUBRICANTS (CAR)

In accordance with experience $ 144.

Increase supervision and more intensive inspections of districts by Senior Rodent Controlman $ 30.

$ 174.

F. O.E. 531 HOUSEHOLD & INSTITUTIONAL SUPPLIES $ 980.

This account is used for purchase of warfarin poison, traps, paper bags, insect bombs, tri pak oil, wire for tying, tags on rodents for indentification.

Reason for the requested increase in this item is the possibility that the Federal Government, which is running short on supplies, may cease its practice of supplying rat traps replacements.

G. O.E. 565 PACKING HOUSE PRODUCTS $ 110.

There are two causes for this increase:

One, is the increase in the cost of materials

Two, is an increase in the amount of work done by the Rodent Control Section. At the present time approximately 40 loaves of raisin bread are required every month, together with the necessary bait for the trap lines. Due to the increased use of traps an increased amount of raisin bread to bait is necessary. According to present day market prices this will require $110.00 for the next fiscal year, or $2.10 per week or 30¢ per day for baiting the traps.

2,525.300.010 PLAGUE SURVEILLANCE UNIT (Continued)

A. O.E. 359 OTHER FOODSTUFFS $ 13%.

Dry cereal used to poison and trap rodents; cornmeal and rolled oats are mixed with warfarin poison. The stepped up poisoning campaign will require more dry cereal.

B. O.E. 371 STATIONERY AND OFFICE SUPPLIES $ 13%.

Daily Inspection Forms
Weekly Work Sheets
Laboratory report forms
Other required stationery supplies

2,525.361.000 DRUGS, CHEMICALS, GASES

C. O.E. 361 $ 300.

Vaccines and other miscellaneous drugs used for the prevention of communicable diseases, no increase requested.

2,525.362.000 HOSPITAL & LABORATORY SUPPLIES

D. O.E. 362 HOSPITAL & LABORATORY SUPPLIES $ 100.

The above amount is requested to cover the expenses of required materials ([illegible], glassware, etc.) to conduct programs in Communicable Disease Control.

2.311.400.525 EQUIPMENT (FUR)

E. O.E. 402 Replacements $ 100

Desk, Executive

Replacing: Desk - Executive Type - Line No. [illegible] - Double Pedestal 6 Hole Oak
7 drawers
Purchaser's Inventory #50-1876
Desk is approximately 25 year old

Estimated Cost - - - - - - - - - -$1[illegible].00
Less trade-in allowance - - - - - -[illegible]
Amount requested - - - - - - - - -$1[illegible].00

F. Chair, Executive $ 60

Chair - Executive Type - Purchaser's Inventory #[illegible]
Chair is approximately 25 year old

Estimated Cost - - - - - - - - - -$ [illegible].00
Less trade-in allowance - - - - - -[illegible]
Amount requested - - - - - - - - -$[illegible].00

2,525.362.010 HOSPITAL & LABORATORY SUPPLIES - [illegible]

G. Guinea pigs and other testing media in plague surveillance control [illegible], in accordance with experience. $ 100

231

2,311,400.525 EQUIPMENT (100) (Continued)

A. Typewriter $ 360.

I.B.M. Electric - 15" Carriage to replace Underwood - #3 5572539-14 15" Elite Type - purchased 1962	$370.00
Less trade in allowance	10.00
	$360.00

Electric typewriter is requested due to the heavy typing work required in our division (cards, charts, etc.) as well as the required carbon copies on many of our records and stencil work which will be further aggravated by expanding programs

B. New Equipment

Desk, Executive Type - Line Top - 30"x60" Double Pedestal Golden Oak 7 drawers $ 140.

C. Posture Chair Shaw Walker $ 60.

This equipment will be needed for the requested new personnel (Industrial Hygienist)

D. O.E. 456 Sedan, Class A $ 2,200.

The Bureau of Communicable Disease Control, from which the current Bureau of Disease Control evolved on January 1, 1961, was directed by a part-time physician for the previous 30 years. Under the circumstances, no automobile was provided for the Bureau Director. The Bureau now has a full-time Director and an automobile must be provided consistent with city and departmental policy.

E. O.E. 491 Books $ 100.

The Bureau, as a consultant in the areas of occupational health and chronic disease, should have a small reference library in these fields. We do not have the basic texts necessary; therefore, the $100.00 to meet the initial requirements of this library is essential. $100.00

The Bureau Office has 1 dictionary that is 20 years old, which with loose binding, missing and torn pages, should be replaced.

1 Webster's Collegiate Dictionaries @ $5.00

2,527.110.000 NEW POSITION

A. Request for establishing position of 6112 Senior Dairy and Milk Inspector. This will provide greater efficiency and adequate supervision and to coordinate dairy fat inspection work for uniformity. When this position is established two positions of M-66 Dairy and Milk Inspector will be eliminated. The Bureau would then consist of:

1 M-66	Chief Dairy & Milk Inspector
1 6112	Senior Dairy & Milk Inspector
11 M-64	Dairy & Milk Inspectors
1 M408	General Clerk Stenographer
1 M512	General Clerk Typist

2,527.120.000 TEMPORARY SALARIES

B. Vacation relief, two weeks, for M512 General Clerk Typist $ [illegible]

An important function of the M512 General Clerk Typist is the receiving, recording, and mailing to milk producers and distributors the results of the bacteriological [illegible] tests made on samples of dairy products. This must be done in accordance with State Law. Failure to comply with State laws and regulations will lay the department open to law suits and lawsuits.

2,527.200.000

C. O.E. 206 TRAVEL EXPENSE - NON LOCAL $ [illegible]

Travel expense for Dairy & Milk Inspectors working in country areas.

Increase requested for increased travel expense that will be incurred by the proposed 6112 Senior Dairy and Milk Inspector travelling in the country inspection areas.

2,527.300.000

D. O.E. 331 HOUSEHOLD & INSTITUTIONAL SUPPLIES $ [illegible]

For milk sample bottles and pipettes to be used by Dairy & Milk Inspectors for testing samples of milk and milk products.

Increase requested to replace milk sample bottles now in use 8 oz. size to 9 oz. size. These bottles do not conform to State or Federal Regulations. Using the 9 oz. sample bottle would eliminate the use of [illegible] costing $ [illegible] per 5 M set permit use of single service pipettes that will cost $ [illegible] per M. The cost of bottles will be non-recurring.

E. O.E. 371 STATIONERY & OFFICE SUPPLIES $ [illegible]

Printed Forms	$ [illegible]
Stationery	$ [illegible]

2.522.560.000 HOSPITAL & LABORATORY SUPPLIES $ 175.

A. Supplies used by Dairy & Milk Inspectors

Increase requested to purchase two sediment testing guns to replace two that are worn out.

2.511.400.532

B. O.E. 404 Milk Sample Cases $ 350.

Replacement of Milk Sample Cases that are beyond repair

Replacing cases numbered 15, 23, 26, H, P.

C. O.E. 456 Automobiles $ 6,645

To replace the following vehicles as may be approved for trade-in by Purchaser of Supplies:

Vehicle #	Make	Year	License #	Mileage as of 9/30/61	Estimated Mileage as of 6/30/62
527-195	Chev	1957	102512	65,269	82,200
539-159	Ford	1955	92655	76,526	85,500
559-193	Chev	1959	83020	84,565	90,212

Automobiles suitable for hauling milk sample cases:

Compact 4-door Station Wagon	$2,025
Heaters	65
Reinforcement for heavy weight Milk Samples	125
	$2,215
	x3
	$6,645

2.527.110.000

D. O.E.110 Normal increment adjustment

The Dental Division of the Bureau of Maternal and Child Health is staffed by ten part-time dentists employed half-time five days a week; one full-time dental director, four full-time dental hygienists; one full-time dental assistant; and one part-time clerk-receptionist.

One position of dental hygienist has been unfilled from January, 1961, until the present. The position of dental director was unfilled from the middle of May to September 28,1961. The position of dental assistant was vacant from the middle of May to October 9, 1961. In the month of September there were two unfilled dentist positions.

Because of these vacancies, it was necessary to remove one of the hygienists from her regular assignments in the schools and clinics and assign her to perform less skilled duties out of her classification as dental assistant. As a result, the volume of clinic and educational work will show a marked decrease over the previous year.

The dentists fill teeth with amalgam, silicate, and cement, do routine extractions and treat diseases of the oral cavity. Four of the dentists work each morning at Central Office; the other six dentists work at the following outlying clinics: (1) Alemany Health Center, (2) Hunters Point Health Center, (3) Ingleside Health Center, (4) North East Health Center, (5) Cooper School, and (6) Monroe School. The dentists in the outlying clinics work without dental assistants and consequently see fewer children per session than those dentists working at 101 Grove. At the outlying clinics the dentists clean and sterilize their instruments, make appointments, keep records, and do their own cleaning up. Children who require x-rays are referred to the Central Clinic.

The dental assistant at 101 Grove Street assists four dentists, sterilizes instruments, takes and develops x-rays, records and files dental cards, makes inventories, orders supplies, and makes provision for seeing that the necessary supplies get to the outlying clinics.

Each morning the four dental hygienists give talks and demonstrations on dental health and care of teeth and inspect children's mouths in the schools. In the afternoons they perform oral prophylaxis at Central and in the outlying clinics.

The Dental Division has been without a Director for part of last fiscal year and for three months of the present one. The new Director will spend time in a review and evaluation of the existing program. Since the emphasis of a public health oriented dental program should be on prevention and education, it is anticipated that there will be some changes in program emphasis. It will be necessary, however, to continue and even to extend the treatment aspects of the dental program because of the great need in this area. Changes in the program to make it as effective and efficient as possible will undoubtedly require additional clinics in the form of more dental hygienists, clerical time, and dental assistants; more dental equipment, and more monies for dental supplies.

$2,529,200 Contractual Services

A. O.E. 219 Maintenance & Repair--other equipment $[illegible]21,000

Maintenance and repair of dental equipment.

B. O.E. [illegible] Subscriptions to Dental Magazines and Journals $[illegible]10,000

It is necessary for the Dental Division to subscribe to professional journals and periodicals in order to keep the staff abreast of modern dental and public health practices.

$2,[illegible] O.E. Use of Employees' Cars

C. O.E. [illegible] Use of Employees' Cars $[illegible]6,000

Mileage for dentists and dental hygienists in accordance with existing applicable rates allowable.

In 1960-1961 this function was completely essential here as the public use of the cars was vacant for [illegible] of the year.

$2,[illegible] Materials & Supplies

D. O.E. [illegible] Medical & Institutional Supplies

Medical and institutional supplies used in the treatment of children in accordance with experience and in reasonable costs. $[illegible]

E. O.E. 241 Dry Goods, Wearing Apparel ([illegible])

Dry Goods for use in Dental Division in accordance with experience plus [illegible] increase in rates by Dry Goods companies. $[illegible]

F. O.E. 271 Stationery & Office Supplies

Printed forms and stationery for Dental Division based on experience and [illegible] estimated price increases. $[illegible]

$2,[illegible] Improvements, Materials & Supplies

G. O.E. [illegible] Improvements, Materials & Supplies $[illegible]

For improvements, materials, and supplies used in the treatment of children. Participation based on experience plus [illegible] increase [illegible] by Capital City Dairies. Net increase of $[illegible] over the previous year's request is caused because of [illegible] in order to be a better [illegible] and give a greater [illegible] of [illegible] and as a result [illegible] a [illegible] assistant were [illegible] existing years.

P.600,300.00 Hospital and laboratory Supplies

A. O.E. 560 Hospital and Laboratory Supplies $2926.00

For x-ray films, amalgam, small dental instruments, and other laboratory supplies, based on experience plus approximately a 10% increase in prices as quoted by various dental supply houses. Prior to 1959-60, small dental instruments were purchased as equipment. An increase of $900.00 over last year's request is asked to provide disposable needles. At the present time needles are re used and are cleansed by boiling. With this practice there is the ever constant danger of transmission of a case of infectious hepatitis. For this reason, reusing needles is considered poor medical and dental practice and the department would be liable in a legal sense should a case of hepatitis result.

P.511,400.000 Equipment (FOR)
(Replacements)

B. O.E. 404 Ritter Dental Unit & Foot Pump Chair (1)
Priority #1

Approx. Cost $3100.00

Model "J" Type 4

The budgetary policy which has been in effect for the last two years for the yearly purchase of a new Ritter dental unit and foot pump chair should be continued until all dental units and chairs at Central Clinic are replaced. In this way a large capital outlay at one time can be avoided. The present units and chairs are over 30 years old and are being used daily.

(New)

C. O.E. 400 Electronic Timer for the present X-ray Machine (1)
Priority #2

Approx. Cost $100.00

An electronic timer is requested to modify the present x-ray machine. This item is required in order to operate the machine for shorter exposure periods (which is impossible with the present timer) to minimize the amount of radiation the operating personnel are receiving.

D. O.E. 400 Mechanical Amalgamator (1)
Priority #2

Approx. Cost. $65.00

With a mechanical amalgamator, silver and mercury are mechanically weighed and mixed. This avoids the present practice of weighing by guess, which results in a considerable amount of waste. After the mercury and silver are mixed it is necessary to roll the mix in a cloth, which sometimes results in contamination. As a result of this practice, the filling sometimes becomes contaminated with a consequent breakdown and it then becomes necessary to replace the filling at another appointment. This item of equipment could prevent this and also save many man hours of dentist time and waste of costly materials.

E. P.500,110.000 PERMANENT SALARIES

Normal increment adjustment.

2,531,110,000

A. NEW POSITION

Request for an additional 1424 Clerk Typist.

In September, 1961, Part III of the San Francisco Municipal Code was amended to redefine an apartment building. This change required that all buildings containing three (3) or more apartments be licensed and inspected with the Department. It is estimated that at the conclusion of the calendar year 1961, four thousand (4,000) additional buildings will be inspected within the Bureau of Sanitation and Housing Inspection and will require annual inspection. This is a thirty percent (30%) increase in the total number of buildings to be inspected annually. The preparation of files, Certificates of Occupancy, notices of payment of fees, etc., will increase proportionately.

Urban Renewal activities have increased greatly in the past several years. In February, 1960, we had a total of six (6) substandard buildings, while in October, 1961, the case load has increased to fifteen (15) with a total of eight hundred (800) actions pending against substandard buildings.

The initiation of each new action requires the establishment and maintenance of complete records in the form of card and correspondence, condition reports, inter-departmental referral letters, correspondence with property owners, and frequently the preparation of condemnation proceedings.

The foregoing two (2) major activities have created an increased work load above that of previous years. To prevent a backlog of typing and stenographic work in these functions, it was necessary to use inspectors for certain of these duties. Consequently, the full time of three (3) district inspectors was needed in the office to keep these records and files current.

On this basis one (1) additional clerk-typist is requested.

2,531,111,000 OVERTIME

B. Class No. 8100 Sanitarian $ [illegible]

Normal Estimated Overtime

Estimated Requirements for Period for Inspection at Kezar and Candlestick Park

21 days @ 5 hours @ $5.85
5 hours @ $5.85 - $ 29.25
x21 days
$614.25
x1 Inspector

Estimated salary increase of 5% 30.70 $ [illegible]

$ [illegible]

This Department has been engaged in inspection at Kezar Stadium and Candlestick Park for events such as the Army Football games, East-West Games, etc.

The working hours for these events are generally from 11:00 a.m. to 4:30 p.m. The frequent [illegible] supplies and other food products for whole grains, ice for refreshments and storage, the [illegible] of personnel for proper attire and foot [illegible]. The intensity of [illegible] occurred during the four same 3 years ago.

Two (2) inspectors and one (1) district [illegible] are assigned for every [illegible] Park. For a [illegible] these personnel are necessary to adequately inspect the facilities and food supplies.

4 1

2,231,111,000 OVERTIME (Continued)

At the present time, one (1) inspector is compensated with overtime pay and the other inspector is compensated with equivalent time off. There has been a reluctance in the past to accept assignment without pay in view of the fact that all the events are held either on weekends, evenings or holidays, thus interfering with the normal time off of the inspector.

2,231,112,000 HOLIDAY PAY

A.

Class No.	
M-53	$ 217.
M-100	1,770.
	$ 1,987.

Under the provisions of the State Department of Agriculture it is necessary that representatives of this department be present at all times when Meat Food plants are operating. These plants operate on Lincoln's Birthday, Admission Day, Columbus Day, and Election Day. There are 61 plants that require inspection on these days.

9 - M-100 @ $6.01 -	$221.70
1 - M-53 @ $1.50 -	41.50
$493.88 x 4 -	$1,001.52
Plus 9% for salary increase	90.50
	$1,092.10

2,231,200,000 CONTRACTUAL SERVICES

B. O.E. 201 TRAVEL EXPENSE - LOCAL PARIS — $ 6,150.

Carfare for Sanitarians

Estimate based in accordance with prior years experience and the increased housing inspection activities in the Bureau. It is estimated that at the conclusion of the calendar year, four thousand (4000) additional buildings will be of record within the Bureau and will be subject to annual inspection. This is an increase of thirty percent (30%) in the total number of buildings to be inspected annually.

Urban Renewal Activities have increased steadily in the past several years. In March, 1960, each inspector was carrying a case load of six (6) sub-standard buildings, while in October, 1961, the case load had increased to fifteen (15) with a total of eight-hundred (800) actions pending against sub-standard buildings.

C. O.E. XX. TRAVEL EXPENSE - NON-LOCAL — $ 50.

Routine Travel

For expenses incurred for non-local meetings and conferences of Food and Sanitary Inspection services.

D. O.E. 214. MAINTENANCE AND REPAIR - AUTO EQUIPMENT (USE) — $ 1,778.

Based on previous experience and age of vehicles in use.

E. O.E. 218 MAINTENANCE AND REPAIR - OFFICE EQUIPMENT

At the present time four (4) typewriters are in need of repairs and overhaul. Due to lack of funds in the 1961-1962 budget these typewriters were not repaired. — $ 160.

Estimated normal maintenance after the typewriters are operating at 100% efficiency. — $ 30.

$ 190.

2,531,200.000 CONTRACTUAL SERVICES (Continued)

A. O.E. 240 TELEPHONE DIRECTORY SERVICE (FUR) $ 10[illegible].

Telephone Directory Service - 1 year's service @ $8.50 per month - $102.00

The majority of the Department's activity is conducted with owners or responsible parties of real property and business concerns. Many occasions arise where contact with these people in very difficult and time consuming. This item will provide rapid service for the public and also increase the efficiency of this Department.

2,531,203.000 USE OF EMPLOYEE'S CARS

B. O.E. 203 - Use of Employees' Cars $ 7,7[illegible]0.

Increased use of employees' cars to concur with increased activity in the Department.

It is estimated that the conclusion of the calendar year, four thousand (4000) additional buildings will be of record within the Bureau and will be subject to annual inspection. This is an increase of 30% in the total number of buildings to be inspected annually.

Urban Renewal activities have increased steadily in the past several years. In March 1, 1960, each inspector was carrying a case load of six (6) substandard buildings, while in December, 1961, the case load had increased to fifteen (15) with a total of eight hundred (8[illegible]) cases pending against substandard buildings.

2,531,300.000 MATERIALS AND SUPPLIES

C. O.E. 312 Lumber and Millwork $ 1[illegible]0.

Upon complaints by the public, official signs are posted on buildings and vacant lots by this Bureau. The wooden stakes and frames for these signs and posters are frequently pilfered and damaged by juvenile vandalism. Rarely do these signs remain posted more than ten (10) days without replacement.

On this basis wooden stakes and frames for signs and posters are requested.

D. O.E. 317 Material and Supplies - Electrical Supplies $ [illegible].

Flash light and batteries used for inspections

E. O.E. 321 Material and Supplies - Gasoline, Oil, Lubricants (Gas) $ 1,8[illegible].

Gasoline and oil for autos in this Bureau.

F. O.E. 331 Household and Institutional Supplies $ [illegible].

In accordance with past experience $ 25.

12' Steel Tapes $ 10[illegible].

It is necessary that there be complete distribution to all inspectional personnel. These measures are used by the inspectors to measure required distances as specified by public ordinances. The City Attorney relative to housing require measurement of yards, courts, ceiling heights, floor areas.

On this basis 66 - 12' steel tapes are requested.

2,231,300,000 MATERIALS AND SUPPLIES (Continued)

A. O.E. 371 Stationery and Office Supplies $ 3,500.

Printed forms and stationery for Bureau

This Bureau is in the process of revising outdated forms and adding new forms to conform with recent revisions in the San Francisco Housing Code, California Restaurant Act, and to conform with current Urban Renewal practices.

Included in this request are:

1. Attache Cases to carry numerous forms and equipment used by the inspectors on a daily routine basis.

2. Calling Cards to conform with good business practice and proper identification.

B. O.E. 372 Photographic Supplies $ 50.

A significant percentage of the many types of enforcement activities engaged in by the Bureau result in hearings before the Director of the Department of Public Health, Housing Appeals Board, Courts and other public agencies. Frequently, the most descriptive evidence that can be presented at these hearings are photographs. It has been suggested by the City Attorney's Office that photographs of substandard buildings are a definite aid in the prosecution of this type of case. The printing and developing process will be accomplished by a member of the inspectional staff.

On this basis films and flash bulbs are requested.

2,231,302,000 HOSPITAL AND LABORATORY SUPPLIES

C.	a. In accordance with experience	$ 30.00	
	b. 50 Dinge etched stem thermometer #21010 30° to 120° or equivalent	127.50	
	60 Dinge etched stem thermometer #21410 0° to 220° F or equivalent	177.00	
	6 Meat thermometer - 20° to 220°F	25.00	$ 359.50

Thermometers are used to measure temperatures as required by the following laws, regulations and ordinances governing food establishments.

California Restaurant Act

Section 28550 All multiuse eating and drinking utensils when washed by hand--in clean hot water at a temperature of at least 180° Fahrenheit, as measured by a thermometer----.

Section 28560 Where multiuse eating and drinking utensils are washed by machine-- shall be connected to a hot water system----at least 180° Fahrenheit----.

Section 28575 All readily perishable food or beverage---which can cause food infections or food intoxications---- shall be maintained at or below a temperature of 50° Fahrenheit.

Section 28576 All readily perishable food or beverage----when being maintained hot for serving----shall be kept in a device which maintain the temperature ----above 140° Fahrenheit.

Section 28577 All frozen food shall be kept at a temperature which will keep food in a frozen state----.

California Meat Inspection Regulations

Section 1130 Prescribed treatment of Pork and products containing pork to destroy trichinae.
(1) Heating----all part of pork muscle tissue shall be heated to a temperature of not lower than 137° F------.
(2) Refrigeration---in order that the temperature of the meat throughout will be promptly reduced to not higher than 5°F, - 10°F, or - 20°F as the case may be.

2,531,362,000 HOSPITAL AND LABORATORY SUPPLIES (Continued)

California Meat Inspection Regulations (Continued)

It is necessary that there be complete distribution of all pork products to [illegible] to insure thermometers. Meat thermometers 20° to 220°F are required by the specialized meat packing meat processing plants.

2,311,400,531 EQUIPMENT (PUR)

Replacements

A. O.E. 402 Desk, Single Pedestal (5) @ $100 each $ [illegible].

Five (5) single pedestal special purpose, desks were acquired in 19[illegible], as World War II surplus. They have a single center drawer and a side cabinet containing horizontal filing plate. This type of desk is inadequate for the storing of the files, notes, and correspondence that we have to keep at hand. General condition of this equipment is very poor.

On this basis five (5) golden oak top 32" x 60" single pedestal 3 drawer desks or equivalent are requested.

Serial No. of desks being replaced are as follows:

50-765, 50-766, 50-767, 50-768, 50-769 - Salvage Value None.

B. O.E. 484 Carbon Monoxide Indicator (1) $ [illegible].

This Bureau frequently investigates accidents and illnesses caused by carbon monoxide. The present equipment is obsolete because chemical reagents to activate the indicator is not available.

On this basis one (1) carbon monoxide indicator, M.S.A. #[illegible] or equivalent is requested. The present model which is obsolete is M.S.A. Serial No. [illegible] - Salvage Value None.

New

C. O.E. 402 File Cabinets (11 - 4 drawer) $ 1,1[illegible].
(6 - card files) $ [illegible].

There is an increase of thirty percent (30%) in the number of [illegible] to be inspected annually by this Department. Detailed records are kept in order for [illegible]. Records and correspondence relating to [illegible] to prepare a study in the field of housing. These records and correspondence are now using the present [illegible] files.

On these bases six (6) card file cabinets and eleven (11) - four (4) drawer letter size cabinets are requested.

D. O.E. 402 Posture Chair (1) $ [illegible].

E. O.E. 402 Desk, Typewriter (1) $ [illegible].

F. O.E. 412 Typewriter (1) $ [illegible].

For one (1) Clerk-Typist, 1425, request [illegible].

2,311,400,531 EQUIPMENT (FOOD) (Continued)

NEW (Continued)

A. O.E. 402 Executive Chairs (2) @ $60 $ 120.

Two members of the supervisorial inspection staff are assigned to the office for the preparation of condemnation hearings, abatement hearings, code revision, urban renewal statistics, etc. The majority of their time is expended sitting at a desk. These men are presently using straight back chairs which are not as functional nor are they desirable for this type of occupation.

On this basis two (2) executive chairs with arms are requested.

B. O.E. 412 Adding Machine Electric (1) $ 445.

Prompt activities in all major fields of activities, within the Bureau of Sanitation and Housing Inspection require continuous statistical reporting. Monthly summaries are required of the many classifications of establishments liable for license fees and statistical data relative to the Bureau's Urban Renewal Program are continuously being provided to other city agencies and the Federal Government. Presently, the Bureau does not have an adding machine.

On this basis one (1) electric adding machine - Comptograph, Model 10-M or equivalent is requested.

C. O.E. 414 Light Meters (6) @ $30 $ 180.

The California Restaurant Act has recently been amended (effective date September 15, 1961) and presently requires minimum standards of lighting be maintained in restaurants.

"California Restaurant Act, Article 2, Sanitarian Requirements for Restaurants - Section 28548. Light shall be provided in all areas and rooms of a restaurant. The working surfaces in rooms or areas in which food or beverages, other than alcoholic beverages, are prepared or in which utensils are washed shall be provided with at least 10 foot-candles of light. Food and utensil storage rooms, and toilet and dressing rooms shall be provided with at least four foot-candles of light, as measured 30 inches above the floor."

The enforcement of these standards can only be accomplished by the use of light meters. There are approximately three thousand (3,000) public eating places that will be subject to this type of inspection.

On this basis six (6) light meters Weston Master IV or equivalent are requested.

D. O.E. 416 Duplicator (Photo-copier) (1) $ 275.

An expanded Urban Renewal and enforcement program in the past year has resulted in a proportionate increase in the number of requests from the public and city agencies for copies of our records. The legal obligation of the Bureau to provide copies of the majority of our actions against substandard buildings usually results in a duplicate retyping of a minimum of four (4) lengthy documents per housing case. (There are currently eight-hundred (800) active housing cases.) Essentially, a similar problem exists in other areas of an enforcement activities, particularly, where legal action is undertaken. The acquisition of a duplicator would completely eliminate the time consuming practice of retyping documents.

On this basis one (1) duplicator (photo-copier) speed-O-print model 9R and duplicating paper or equivalent is requested.

A. O.E. 110 NEW POSITIONS

2820 Health Education Assistant (New) 476/570 Biweekly Salary.

The function of an assistant public health educator is to relieve the professional health education staff from sub-professional duties which cannot be delegated to the clerk-stenographer. The establishment of an assistant public health educator position would permit the professional staff to do a more adequate job in established activities. At the present time approximately 50% of the public health educator's time and about 35% of the Chief's time is being used in work which could be performed by a less highly trained and less expensive person, working under their supervision. This area is largely in the selection, procurement and distribution of printed health education materials and audio-visual aids.

Statement of Duties

1 - Audio-visual services:

a- Arrange for previews and other film programs.

b- Supervise operation of Department's Film Loan Library.

c- Serve as resource person on audio-visual aids, advising on contents and suitability and on availability from sources outside the Department.

d- Assemble, produce and distribute the Department's catalog of health films.

e- Produce visual aids.

f- Maintain audio-visual equipment and secure necessary repairs.

g- Operate the audio-visual equipment and instruct the Department staff on proper use of the equipment.

2 - Services in printed educational materials:

a- Advise staff and the public as to the availability of health education materials.

b- Handle screening of pamphlets for joint [illegible] of other Department staff as to suitability and [illegible].

c- Be responsible for distribution of materials to Department Staff and to the public.

d- Devel p pamphlet catalog for distribution.

3 - [illegible]

a- [illegible] art materials such as [illegible], [illegible], etc., and utilize [illegible] through exhibits to the public.

4 - [illegible]

a- [illegible] operation of photographic equipment to provide photographic assistance to Department activities and for use in preparation of exhibits.

5 - [illegible]

a- Preparation of news releases for newspaper and radio and television.

b- Assist in the preparation of reports.

The establishment of an assistant [illegible] relief of at least [illegible] the chief's time and [illegible] of nearly one-half of their time now [illegible] to [illegible] services [illegible] have been [illegible] in meeting [illegible] and [illegible] by needs in health education.

P. [illegible]

Model for the one clerical position [illegible] service to the public of [illegible] of the film library and distribution of printed health education materials.

Two weeks vacation relief for Public Health Nurse Typist. No other clerical help to Division. [illegible] $[illegible]

[illegible]

C. O.E. 861 Travel [illegible]

Travel expense for [illegible] plus new staff [illegible]. $[illegible]

D. [illegible]

[illegible] $[illegible]

E. [illegible]

[illegible] $[illegible]

P.537,800 Contractual Services Continued

A. O.E. 835 Subscriptions

Subscriptions to various periodicals. In reading subscription rates included in this request. $60.00

P.537,500,000 Materials & Supplies

B. O.E. 870 Photographic Supplies

Health Education Motion Pictures - experience permits the purchase of about 6 films a year which is insufficient to cover both the purchase of new films and replacement of worn-out films

Experience	$650.00	
Replacement of 8 worn-out films	177.0	$807.00

P.311,400,537 EQUIPMENT (100)

NEW

C. For New Employments.

D. Plotting Equipment (Stencrette or similar). With one clerk-typist position in Division, there is no one to take dictation from the professional health educators.

E. Overhead Projector (for projection of both opaque material and transparencies). A visual aid for use at meetings, conferences, workshops and classes. Speaker faces audience while writing on projection stage or showing prepared transparencies. Speakers often have prepared material such as graphs and charts which needs to be projected on a large screen so the audience can see.

F. 4x5 Speed Graflex Camera with synchronized flash unit. For use in connection with housing and sanitation program to provide photographic evidence in cases of obstruction of sidewalk with produce and garbage, rat infestation due to insanitary conditions, insanitary conditions in food establishments, etc.

G. Reference Books on Education and Public Health

H. Visual Aid Easel. For Health Department staff to use in making educational presentations. Adapted for use as a flip-chart, chalk board or flannel board.

I. Exhibit, portable, 2 units (Magnesium frame with panels, drapes and dust covers.) Health Department frequently requested for displays and exhibits at public programs. Need for a durable and portable exhibit framework which can be transported by car (not truck) to public places and different Health Department facilities. One unit is 4 feet wide. Two units needed to use side by side when 8 feet exhibit is required.

P.537,110,000 PERMANENT SALARIES

J. O.E.110 Normal increment adjustment

2,539.110.000 New Employment Requests

A. 1402 Junior Clerk

The 9 district health centers are in urgent need of daily [illegible] daily (the ninth one is located at 101 Grove Street) to 101 Grove Street [illegible].

The 8 nurses must pick up mail from the third floor, which may not be up [illegible] from the fourth floor, X-rays from the second floor and [illegible] basement. They pick up checks on paydays from the first floor. [illegible] are special drives such as those for the United Crusade or cancer, they [illegible].

Some nurses, such as the one from the North East Health Center, travel by [illegible] center.

At the present time, only weekly messenger service is supplied by the Department, and [illegible] vital supplies.

B. 1 2312 Licensed Vocational Nurse

This person is urgently needed to put up the sterile packs for the [illegible] to be cleaned and sharpened and the syringes cleaned, [illegible] each C.H.C. or immunization center, the public health nurse is expected [illegible] center has its own particular needle and syringe pack returned to it.

With an L.V.N. working in a central supply station, the [illegible] which are now processed on the second floor at 101 Grove Street for the third floor [illegible] would also be a responsibility of this L.V.N.

The L.V.N. would supervise the autoclaving which at present is done by the [illegible] causes them a problem.

This L.V.N. could assist in the four conferences a week at 101 Grove Street [illegible].

C. 1 1842 Management Assistant

The non-nursing administrative responsibilities of the [illegible] of budgets and inventories, and the filing [illegible] are [illegible] vising nurses, although the actual bookkeeping and typing [illegible].

The only assistant director in this large bureau has the responsibility [illegible] to about 200 employees and volunteers under the direction [illegible] is a major responsibility. The supervision of reports, records [illegible] area where a non-nurse may function effectively.

If there were a Management Assistant, the time of the present [illegible] There are 16 supervising nurses and at the present time [illegible] the supervision of this group.

The level of supervision does not [illegible] is utilized fully in community [illegible] the time of the director and assistant director [illegible].

Texts on administration state that [illegible] size of ours, we should have [illegible] in California and in [illegible].

2,339,200,000 Contractual Services

A. O.E. 201 Travel Expense - Local Fares $3300

Carfare for nurses, no increase in appropriation requested except for new employments.

1961-62	$3200
New Employments	100
	$3300

B. O.E. 206 Travel Expense - Non-Local

1. Travel and subsistence for Director of Public Health Nursing to Asilomar for Annual Meeting of all California Public Health Nursing Administrators ---------- $ 50.

2. Travel and subsistence for one Assistant Director and Educational Director of Public Health Nursing to Asilomar to Annual Conference of California Board of Nursing Education and Nurse Registration. New legislation regarding the education of nurses and practice of nursing is considered at this conference and it is highly important to have at least two people from an agency the size of this one to be in attendance ---------- 100.

3. Travel and subsistence for two Supervising Nurses to attend a conference such as the Santa Barbara Conference for nurses interested in administration and supervision (which conference is conducted by U.C.L.A.), or the Western Interstate Conference on Higher Education series which is supervised by the Extension Division of U.C. The recent series of meetings have been held at the Tahoe Alumni Center. Most agencies in California budget monies for these kinds of activities by the nursing staff---------- 200.

$350.

C. O.E. 216 - Maint. & Repair - Auto Equip. (PHN) $775

An equipment age, repairs and costs increase. It is requested that this amount be budgeted.

D. O.E. 218 - Maint. & Repair - Office Equip. $200

Request increase to allow for needed repairs.

Repairs cannot be requisitioned in 1961-62 because of budgetary depletion. Such equipment (other than replacements requested) requires either timely repair or replacement.

E. O.E. 219 - Maintenance & Repair - Other Equip. $250

Request increase to allow for needed repairs which cannot be requisitioned in 1961-62 because of budgetary depletion.

F. O.E. 231 - Heat, Light & Power (LHP) $1490

In accordance with estimate by Bureau of Light, Heat & Power

G. O.E. 237 - Scavenger Service (PHN) $580

Scavenger Service for Health Centers, in accordance with experience and based on supplemental appropriations.

H. O.E. 269 - Other Prof. & Spec. Service $27,000

Visiting Nurse Association Services

No increase requested, based on experience. This expenditure represents care in the home for indigent patients who would otherwise be hospitalized in City institutions.

2.539.203.000 Use of Employees' Cars — Amt. Requested

A. O.E. 203 Use of Employees' Cars — $11,500

(1) Increased messenger service and increased home visits are now required of public health nurses.

(2) Additional personnel have been requested.

(3) In June 1961 mileage payments for nurses were incompletely paid because [illegible] not completed.

2.539.300.000 Materials & Supplies — Amt. Requested

B. O.E. 315 Builders & Misc. Hardware — $35

Miscellaneous hardware for health centers. In accordance with experience and anticipated needs.

C. O.E. 321 Gasoline & Lubricants (PUR) — $480

Gasoline and oil for Nursing Bureau cars in accordance with experience.

D. O.E. 331 Household & Institt. Supplies

Household and Institutional supplies for the Health Centers in accordance with experience [illegible]

E. O.E. 371 Stationery & Office Supplies

Printed forms and stationery for Nursing Bureau in accordance with [illegible]

2.539.350.000 Foodstuffs

F. O.E. 359 Misc. Foodstuffs — $12,932

Based on experience.

Food for Health Schools	$3,332
Milk Purchased by School Dept.	9,600
Amount Required	$12,932

G. 2.539.361.000 Drugs, Chemicals, Gases

Drugs and Chemicals used in health centers for sterilization of needles [illegible]

An increase in this item is needed in order to provide the [illegible] tion given at child health conferences and immunization centers throughout the city. [illegible]

H. 2.539.362.000 Hospital & Lab. Supplies

Hospital and laboratory supplies for use in health centers [illegible] tion Centers, etc. In accordance with experience [illegible]

An increase in this item is needed in order to provide the [illegible] given at child health conferences and immunization centers throughout the city.

(REPLACEMENTS)

2,311,400,539 Equipment

A. O.E. 402 CABINET (1) Approx. Cost $80.

1 - Cabinet, metal Priority #3
64" high, 36" wide, 20" deep, with 6 movable shelves.

To be used for storage of forms, stationery, public health literature at Glenn Health Center to replace an old wooden cabinet. (No visible identification number.) No trade-in value.

B. O.E. 402 CHAIRS, POSTURE (6) Priority #1 Approx. Cost $240. (No trade-in values.)

1 - For use of the Supervising Public Health Nurse at Alemany Health Center. To replace present chair #50-4241 which is worn and beyond repair.

2 - For use of the Supervising Public Health Nurse at Central Health Center to replace a straight back chair #50-505; and one for use of the public health nurse who is on duty 4 hours daily in the office to replace straight back chair #50-439.

1 - For District Medical Officer at Hunters Point Health Center to replace straight back chair #50-407 which is now used by this physician.

2 - For the Clerk-Stenographer in the School Nursing Office. To replace an old wooden swivel chair #50-1316 which is not adjustable; and one for the Supervising Public Health Nurse in this office to replace the straight back chair #50-1340 which is not suitable for desk work. Approx. Cost $40.00 each. No trade-in value.

C. O.E. DESKS, VARIOUS (4) Approx. Cost $320.

3 - Desks, oak Priority #1
30" wide x 42" long

To replace desks #50-1916, #50-1960 and #50-1955. These desks, used by public health nurses at Eureka Noe Health Center, are very old, in extremely poor condition and beyond repair. Approx. Cost $80. each. (No trade-in value.)

1 - Desk, oak Priority #1
30"x42" 3 drawers right side and one center drawer.

To be shared by psychiatrist and public health nurse at Westside Health Center. To replace the present table which is inadequate. (No visible identification number.) Approx. Cost $80. No trade-in value.

D. O.E. 402 TABLE (1) Priority #1 Approx. Cost $10.

1 - Table, oak
20"x30"x30" high

To hold child health conference record file boxes at Westside Health Center. Present table is very old and unsteady under the weight. (No visible identification number.) No turn-in value.

E. O.E. 402 TYPEWRITER STAND (1)

1 - Typewriter Stand, Metal Priority #1 Approx. Cost $25.00

To replace present Bryken stand at Alemany Health Center which is in such poor condition it cannot be used. (No visible identification number.) No turn-in value.

(REPLACEMENTS)

2.311.400.539 Equipment (Continued)

A. O.E. 402 FILES, VARIOUS (2) Priority #2 Approx. Cost $...

1 - File, Metal
12 drawers and base; 9" wide, 16" long, 5 3/4" deep.
(2 sections of 6 drawers)

To replace old broken wooden file cabinet which contains family files at [illegible] Health Center, [illegible] (Unable to identify this file unit number.) No turn-in value. Approx. cost $120.

1 - File, Metal
4 sections, 3 drawers cabinet - 12 drawers in all; 1 [illegible] 4" x 6" index cards; 1 [illegible] - 1 [illegible] with [illegible] file sections.

To replace old mismatched files at Hunters Point Health Center, [illegible] desk and some on an unsteady old wooden table. This will allow additional space for [illegible] housing project opens and the new high school is ready. (Unable to identify [illegible].) Approx. cost $...

B. O.E. 412 TYPEWRITERS, MANUAL (4) Priority #2 Approx. cost $...

1 - Royal or similar; elite type

1 - To replace Underwood #11-6*13639 used in Central Health Center. This typewriter is 14 years old and in very poor condition and beyond repair.

1 - To replace Remington #J230446*0 (11-5104). This typewriter is 8 years old, [illegible] extensive repairs. It has been in and in so poor condition [illegible] use. With the heavy workload in Central [illegible] a reliable [illegible].

1 - To replace Royal #KM3 3*0-7725 (10-12-4). This typewriter is 10 years old and in very poor [illegible] have been made many times but with [illegible] a machine will either [illegible] it is in [illegible].

1 - To replace Royal #[illegible]-14-[illegible] (10-[illegible]). This typewriter [illegible] extremely costly. Repairs [illegible] further repairs. It should be replaced.

Approximate cost [illegible] $...
Less estimated [illegible] ...
Net cost [illegible] $...

(REPLACEMENT)

$3,311,409,539 Equipment (Continued)

A. 419 TYPEWRITER, ELECTRIC (1) — Priority #2 — Approx. Cost $440.00

1 - IBM or similar

1 - To replace Remington Electric # -P1300004. This typewriter was purchased in 1954 and has been in constant use. At the present time it is in need of considerable repairs; it is no longer possible to cut stencils or make multiple copies. The cost of repairs would amount to $150 which is in excess of our budget allowance for repairs. It should be replaced.

Approximate Cost $460.	Est Cost of Replacement	= $460.00
	Less est. trade-in value	20.00
	Net cost of replacement	= $440.00

B. 400 REFRIGERATOR (1) — Priority #1 — Approx.Cost $220.00

1 - Refrigerator
Coldspot or similar

To replace unreliable General Electric Refrigerator #60-4795 at Mission Health Center. The present refrigerator has broken down several times; as a result biologics have had to be discarded. No trade-in value.

C. 400 BAGS (22) — Approx. Cost $500.00

22 - Bags with liners — Priority #2

Black cowhide leather bags with plastic liners (detachable) and name plates imprinted with "San Francisco Department of Public Health" as now in use. To replace worn out bags in daily use. Bags have no trade-in value. Approx. Cost $20. each.

(NEW)

D. 402 BLACKBOARD (1) — Priority #3 — $ 55.

1 - Blackboard, wall type
36" x 60" - dark green

For use in Educational Director's office in new nurse and student education.

E. 402 4 - Straight Chairs, Oak — Priority #2

Needed for seating clients in Eureka Noe Health Center for the purpose of interview. Approx. Cost $11. each. — 44.

F. 402 10 - Folding Chairs, Metal — Priority #2

These additional chairs are needed for seating clients while waiting during child health conferences at Eureka Noe Health Center. Approx. Cost $8. each — 84.

(NEW)

2.311.400.539 Equipment (Continued)

A. 402 1 - Posture Chair Priority #2

1 - For use of the new clerk-typist requested in this budget to be assigned to Mission Health Center. $40.00

B. 402 1 - Desk, Typist Priority #2

Double Pedestal, Oak, Lino Top - Left Typewriter with center drawer and 3 drawers right side. $140.00

1 - For clerk typist requested in this budget for Mission Health Center. Approx. Cost $140.00.

C. 402 FILES, VARIOUS (25) Approx. Cost $340.00.

7 - Sets -- 2 Drawer Metal Files Priority #2
5"x8"

1 Set to be used for medical records for the new Alice Griffith Garden Apartments Child Health Conference which will open in 1960. (This is the new large family housing project.) 6 sets to be used for the new Southeast High School medical records, (under Marina Child Health Center). Approx. Cost $140.00.

3 - Metal File Boxes, 6"x4" Priority #3

To be used for filing medical records in Marina Health Center. These cards are now filed in two larger file drawers which are needed for filing of x-ray cards. Approx. Cost $4.00 each.

4 - Metal File Boxes, 6"x9"

2 - For medical records used by the District Medical Officer of Marina Richmond Health Center. Priority #1.
2 - For use of the eight student nurses assigned to Mission Health Center for filing their family folders. Priority #1. Approx. Cost $12.00 each.

10 - File Boxes, Metal 9½"x6½" Priority #2
4 - Olive Green; 6 - Grey colored.

For medical records in the new schools to open in Sunset Health Center District. Approx. cost $10.00 each.

1 - File Box, Metal, 5"x8" Priority #2 Approx. Cost $40.00

For medical records in St. Rose's Parochial School, which is a new school to receive nursing service in Potrero Health Center.

D. 402 LAMP (1) Approx. Cost $.

1 - Desk Lamp, Fluorescent Priority #2

For use in office of Supervising Public Health Nurse at North East Health Center. This room has additional light but the ceiling light is inadequate.

2.1

(NEW)

2,311,400.339 Equipment (Continued)

A. 402 SCREENS, VARIOUS (3)

2 - Screens, collapsible — Priority #2 — Approx Cost $90.00
Medical type, 4 panels, each panel 5' high x 1'7" wide.

To screen off doctor's examining area from the general waiting room in the new Alice Griffith Housing Project Child Health Conference. Approx. Cost $30.00 each.

1 - Screen, Folding — Priority #2
3 divisions each 60" high and 17" wide

Needed in Westside Health Center to adequately screen dental equipment from child health conference area. The present screen is inadequate for this area. Approx. Cost $30.00.

B. 402 STOOLS, VARIOUS (2) — Approx. Cost. $42.00

1 - Stool, Metal — Priority #1
#290 Royalchrome low swivel professional stool or similar. Snap-on flex-spring seat, 14½" in diameter, adjustable from 17" to 23" high. Mounted on nonmarring free moving casters. Seat cover Vin-L-drain material, hunter's green. Royal Metal Mfg. Co. Approx. Cost $27.00.

To be used by the examing physician in the Central Health Center.

1 - Stool, Metal — Priority #3
24" high and 14" seat diameter

To fit under telephone table when not in use. This would allow the staff at Marina Health Center to write while telephoning. Approx. Cost $15.00.

C. 402 TABLES, VARIOUS (6) — Approx. Cost $420.00

2 - Tables, 24"x60", oak — Priority #2

For use in the new child health conference to open in the Alice Griffith Housing Project (Hunters Point Health Center). One table to hold scales for weighing infants; one table to be used for dressing infants. Approx. Cost $70.00 each.

1 - Table, 24"x18", oak — Priority #2

For use in above mentioned child health conference for secretary to doctor for recording in charts and to hold sterile immunization equipment. Approx. Cost $45.00.

1 - Baby Examing Table, 22"x42" — Priority #2

Equipped with 4" protective rail on back and two sides and 36" yard stick set flush with top, 2" in from open edge (front) and starting at left end of table, with side rack to hold paper. For use in above mentioned new child health conference. Approx. Cost $120.00.

1 - Table, Golden Oak — Priority #2
Lino Top, 30"x42"

For use in Parent's Class demonstrations at Marina Richmond Health Center. Approx. Cost $65.00.

1 - Table, oak, 30"x42" — Priority #1

For use of the Educational Director in new nurse and student education. Approx. Cost $60.00.

(NEW)

2.311.400.539 Equipment (Continued)

A. 404 SCALES, VARIOUS (2)

1 - Upright Scale — Priority #2 — Approx. Cost $65.00
Fairbanks; Continental; or similar

For use in the child health conference to open in the new Alice Griffith Garden Apartments [illegible] Project - Masters Child Health Center).
Approx. Cost $65.00.

1 - Baby Weighing Scale — Priority #2 — Approx. Cost $55.00

For use in the above mentioned new child health conference.

B. 412 ADDING MACHINES (2) — Approx. Cost $550.00

2 - Adding Machines, Electric — Priority #2

Urgently needed to compute statistical records of weekly, monthly and annual reports of [illegible] health programs, etc. The number of home visits, office visits and tele[illegible] are submitted monthly. These computations would take much less time if adding machines were available in the [illegible] Mission Health Center and would reduce the possibility of error. An additional [illegible] clerical [illegible].
Approx. Cost $275.00 each.

2.245.880.539 Rental Real Property (RE)

C. Rental of Health Centers and Well-Child Stations

Lessor	Location	Monthly Rent	Total for Year
Fogarty	300 Bennington St.	40.00	[illegible]
Visitacion	66 Raymond St.	15.00	[illegible]
SFHA	190 Hilltop Road	10.00	[illegible]
SFHA	799 Pacific St.	300.00	[illegible]
Sabatini	3165 Steiner St.	200.00	[illegible]
Patrucco	2201 Sutter St.	140.00	[illegible]
Cordes	498 Sanchez St.	100.00	[illegible]
DCA	360 16th Avenue	$5.00 wk. x 52	[illegible]
		Total	[illegible]

A. O.E. 110 PERSONAL SERVICES

New Position

1 - 1404 Clerk-Typist is needed in the vital records section to:

1. Type and prepare notifications of birth registrations to be sent currently to new parents. With each notification is sent an order blank to encourage the parents to order a certified copy of the child's birth certificate. Over the years this has been a substantial source of revenue. A spot survey has shown that 20% of the certified copies issued were a direct result of mailing out these notifications promptly. With certified copies now $3.00 each it is possible that prompt and complete mailing of these notifications could result in nearly $10,000 revenue each year from this source. A program in San Diego County of sending current birth notifications to parents enables them to obtain orders on about 70% of the birth registrations.

2. Check the 100 alphabetical index lists of births and deaths against the original certificates. This is a necessity since we cannot verify the key punching of index cards - we have neither a verifier nor personnel to do the verifying. Checking of the lists has not been done for about 5½ years. We are under pressure from the State Department of Public Health to perform this fundamental step in maintaining accurate indexes for the files in order to be able to locate each registered birth and death certificate.

3. Help convert the bound volume system of filing birth and death certificates to loose filing. For the years before 1956, the birth and death certificates are bound in volumes placed in heavy fire-resistant metal cabinets called "curtain cases". We have no space for any more of these cabinets. Rebinding of these volumes is expensive and needs to be done regularly. Conversion of these volumes to the loose filing system would mean savings in space, money and time as well as more efficient service to the public. Part of the new clerk's time could be utilized for this worthwhile project.

4. Check the monthly hospital lists of births against the names in the index. This is important in order to insure that each birth certificate has been received by this office from the hospital. Occasionally a birth has occurred at a hospital and the certificate has never reached the registration office. To insure 100% registration it is important that we check this monthly list of births from the hospital.

5. Contact with general public, other City Department employees, and the funeral directors in person, at the counters, by telephone. Handle mail requests also.

The Vital Records Section has the same number of personnel today as it had in 1949, yet although the increase in certified copies issued:

CERTIFIED COPIES OF BIRTHS AND DEATHS, INCREASE 1949-1960

	1949	1960	Increase No.	Percent
Total	37,600	57,430	19,810	52.6
Births	10,707	80,905	2,855	15.3
Deaths	11,919	37,151	10,232	96.4

The increase in work has caused the Vital Records Section to eliminate or cut down the services listed in 1, 2, and 4. These services should be maintained and can only be done by adding one clerk-typist to the staff.

B. $.541.100.000 Temporary Salaries

Class No.	1960-61	Budget Allowance	7-1-61 12-31-61	Estim. 7-1-61 6-30-62	Estim. Req. 1962-1963
B-327	196	261	173	261	261
B-512	313	439	371	439	1,239
Total	509	700	544	700	1,500

Vacation Relief

B-327	3 weeks at $87.00	261
B-512	13 weeks at $95.30	1239
		1500

Full coverage has been approved previously in order to serve the public and is offset by revenue collected, $110,756 in fiscal year 1960-61 by the Vital Records Section.

2,541,000,000

A. O.E. 210 Maintenance and Repair - Office Equipment

Service agreements for office machines

Photostat	250
Mimeograph machine	120
Parts for photostat	100
Parts for mimeo.	50
Servicing of typewriters, calculators, folding and adding machines	100
	620

B. O.E. 225 Tabulating (PUR)

1. Current schedule of tab reports		$5,671
Birth and death statistics, month and annual $2,211		
Birth and death monthly index	310	
Venereal Disease statistics	80	
Tuberculosis statistics	70	
2. Index requirements for calendar year 1962		$420
Varies from $250 to 733 over 5 year period. Third Year Birth Index - collating and listing $211		
Second Year Death Index- collating and listing $112		
3. Increase in costs for salaries, etc.		$80
4. Emergency Hospital Statistics Tab Reports		$1,000
	TOTAL	$7,171

Not all the amount ($1,000) appropriated for [illegible] Statistics in 1961-62 will be used since the program is started. If punching begins on January 1, 1962 and reports are made for one year only, half the amount can be appropriated in 1962-1963. Then, in another 5 years, another year's analysis can be made.

C. [illegible]

2 Visitors for [illegible] (5 years for births, 2 years for [illegible]) For Birth and Death Registry

4 Visitors for Birth & Death, Other Morbid, Venereal Disease, T.B. Tab Reports for Statistics Section

4 Permanent Project for Milk, Food & Sanitary Inspection, Communicable Diseases, and Maternal Deaths for Statistics Section

"Disassembling" of [illegible] of births & deaths certificates

Conversion of [illegible] of birth & death certificates [illegible] Vital Statistics Section [illegible] available. [illegible] are [illegible] of birth certificates [illegible] of death certificates [illegible] 1961, [illegible] certificates [illegible] Section [illegible] use of [illegible] [illegible] for the [illegible]

There will be an offset in these costs here as the [illegible] storage cabinets [illegible] volumes of certificates [illegible] have ended at least [illegible] since 1870 by using the [illegible] method.

Collating of certificates [illegible] Death Indexes

Participation of all certificates [illegible] Death for [illegible] for the years 1870 [illegible]

Two typists [illegible] to [illegible] of [illegible] [illegible]

TOTAL $1,000

P.541,500,000 (Continued)
O.E. 535 Subscriptions

A. Current subscriptions required — 35

1960 Census reports to be published after July 1,1962 required to update public health records and reports — 50

85

B. O.E. 541 Mental Office Machines

2 Key punch machines (OP6) @ $116 mo. — 1500

1 Sorter (OSP) @ $45 mo. — 540

1920

P.541,501,000 MATERIALS AND SUPPLIES

C. O.E. 571 Stationery and Office Supplies — 2075

The Bureau is the reproduction unit for the Department and orders all mimeograph paper for that purpose. Expanding program, particularly in Community Mental Health Services, will require additional amounts over last years PIPP stencils were run, using 1100 reams of paper in Fiscal 1960-1961.

Printed forms for use in Birth and Death Registries are purchased from this account as are the index volumes costing $245 for birth and deaths which increased in price about 10%.

Continuous form paper for I.B.M. listings made for us by Central Tabulating is also included as well as funds for about 35,000 envelopes used to mail Weekly Bulletin.

D. O.E. 572 Photographic Supplies — 3500

Photostat paper and fix for office and certified copies of birth and death certificates. Nearly 91,000 such copies were made during fiscal year 1960-1961 in addition to copies of certificates made for special studies in maternal deaths, leukemias and cerebral heart diseases.

P.541,400,541 EQUIPMENT (NEW)
REPLACEMENT

K. O.E. 407 Desks, Typist (2) — $ 270

Replacement in Birth and Deaths Registry for:

50-620 50-207

F. Chairs, Posture (2) — 70

Replacements in Birth and Deaths Registry for:

50-1004 50-1072

G. O.E. 412 Typewriters, Manual (2) — 410

Replacement of Remington J-775334 bought in 1946. Replacement of Underwood 6073474 bought in 1946 used in Statistics office.

H. Typewriter, Electric — 490

Remington Electric E-2130076 bought in 1953, now beyond repair, to be replaced by 20" electric typewriter for preparing multiple copies of daily lists of births and deaths for the press and death lists for the Registrar of Voters in accordance with State Law.

Cost $500, less $10 turn-in value.

I. Numbering Machines (2) — 76

2 Bates or similar numbering machines, Style 3 to be used for numbering consecutively in quadruplicate birth or death certificates, burial permits and control sheets and receipts for Accounting Division.

J. Impression Seal — 75

Impression seal, City and County of San Francisco for use in certifying copies of birth and death certificates. Present type is worn down, public complains about its appearance and spring does not work.

2,311.400.541 (Continued)

A. O.K. 416 Photostatic Machine $ [illegible]

The present Photostat machine was purchased in 1955 and now is in urgent need of overhaul and repair. The last few years have been marked by increased breakdowns, with resultant delays in service to the public. At our request, the Photostat people took the machine apart in order to determine what was wrong and the extent of repair. The machine was found to be in generally poor condition with many parts requiring replacement.

The estimate given to overhaul the machine was $1500.00. Of course, there is no guarantee as to how many more years of good operation this will insure. Instead of putting this money into an old machine, consideration should be given to the purchase of a new and more efficient reproduction unit.

Our main concern is to give speedy and dependable service to the public. In order to do this we must have equipment capable of handling the volume of work to be turned out. In 1960 the fee for certified copies of birth and death certificates was raised from $1.00 to $2.00. The public naturally expects fast and efficient service for this fee. Many persons order ten or twenty certificates at one time. In 1961 we issued over 19,000 certified copies of birth and death certificates. We also reproduced over 30,000 permanent office records, as the original birth and death records must be sent to Sacramento on a weekly basis. If we have continual trouble with our photostat machine it means complaints from the public and from the State Registrar.

The reproduction machine now in use is the Photostat Photographic Copying Apparatus, Model Jr. Continuous, Type A, Design [illegible]. We would like to replace it with the Photostat Model 10.14. This would permit us to make prints 10" x 14" in lieu of the present limitation of 10" x 11". The new model would permit us to give faster service. Photostat Model 10.14 with accessories (or similar) including $300 trade-in for old machine, [illegible] transportation cost, necessary electrical and plumbing installation costs.

Net cost $ [illegible]

B. For new personnel in Birth and Death Registry

C. Tabulating Card File (Statistics)

30 tray Roll [illegible] card file, [illegible].
I.B.M. card cabinet to replace wooden cabinet for file in basement and [illegible]. [illegible] file [illegible] at 4 years of birth and death I.B.M. cards at [illegible] will save time and energy of staff carrying [illegible] to [illegible] from basement [illegible] file [illegible] as well as keeping cards in [illegible] they [illegible] the order and neat to be returned.

[illegible] O.K. 416 File [illegible], [illegible] $ [illegible]
Replacing obsolete, worn out [illegible].

File cabinet for [illegible] certificates. At present certificates are [illegible] in [illegible] to keep available in [illegible] offices for quick [illegible].

[illegible] O.K. 416 File cabinets, [illegible]

File cabinet [illegible] for [illegible] by the [illegible] policy [illegible] the [illegible] estimated at $[illegible], [illegible] be appropriated.

[illegible] 416 City service. [illegible]
For new personnel in [illegible]

[illegible] O.K. 416 Desks, [illegible]
For [illegible] [illegible]
[illegible]

2,343,200,000

A. O.E. 206 Travel Expense - Non-Local

Travel expense for medical personnel to travel to Hansen Health Home and to meetings called by State Health Department for study of regulations and subsidy — $100.00

Travel Expense to National Tuberculosis Association & Tuberculosis Control Officers Meeting by Chief, Division of T.B. Control (or designated alternate). — 400.00

Purpose: The Tuberculosis Control Officers Meeting is attended by the Tuberculosis Control Officers from the 50 states and from the problem cities of the United States to discuss specific tuberculosis problems as related to the states and problem cities of the United States. This is a highly specialized meeting and attended only by highly specialized people and will be under the direction of the United States Public Health Service, Tuberculosis Division.

Date of Meeting: May, 1953
Place of Meeting: Colorado Springs, Colorado
Membership therein authorized by: Adm. Code §16.6.10

TOTAL — $500.00

B. O.E. 219 Maint. & Repair

Servicing of equipment at 101 Grove Street and Chest Clinic plus repairs for breakdown - 4 machines.

Experience	$198.00
Service	516.00
	$714.00

There is a minimum of $15.00 a month for servicing of the x-ray equipment at 101 Grove Street, and in the Chest Clinic. We have two fluoroscopic units, and two x-ray units. The x-ray units take 40,000 films a year; one unit is now that we are requesting at this time and the other is 15 years old, and requires frequent servicing and replacement of parts. The cost of this labor is in addition to the ordinary maintenance charge. This machine takes more x-rays than any other unit in San Francisco; an increasing number of breakdowns of parts are to be expected with increasing age.

Should the machine breakdown, without available funds for repair, it will be necessary to close the unit until it can be placed in proper working order. Furthermore, and more important, the community will be deprived of this customary service. Additional services of this unit include: taking x-rays of all Civil Service Employees before certification (new employees cannot be certified for appointment unless they have their chest x-ray taken), taking x-rays of jail prisoners suspected of having active tuberculosis.

C. O.E. 235 Subscriptions

One year subscription to magazine "Year Book of Medicine". — $9.00

2,343,300,000 Materials & Supplies

D. O.E. 271 Stationery & Office Supplies

Printed forms and stationery in accordance with experience; increase due to increased workload with problem cases; and to increased cost of materials. — $200.00

A. 2.543.361.000 Drugs, Chemicals, Gases

To purchase media for drug sensitivity studies on drug resistant [illegible] of the Chest Clinic. $1625.00

To purchase Purified Protein Derivative for the Tuberculin Skin Testing P[illegible] in the schools, United States Public Health Service and State Skin Testing Programs and our own city clinics in the [illegible] that we [illegible] of the test for 50 test package - so increase of 40% necessary [illegible]

School program found 317 cases of tuberculosis during past five years. [illegible] either a [illegible] in [illegible] fully [illegible].

During recent years there has been a rapidly increasing number of patients [illegible] who are resistant to all the known chemotherapeutic agents. These individuals, if allowed to [illegible] will infect them with [illegible] resistant [illegible].

What is the meaning of drug resistant organisms? It is an [illegible] that some of the [illegible] will [illegible] to [illegible]. Should such cases spread and develop within our community there will [illegible] of patients with [illegible] of the modern drugs are helpful. The treatment will then be the same as [illegible] medications. Surgery is ineffective in these individuals. It is [illegible] that [illegible] the Tuberculosis Division of San Francisco Hospital were found [illegible] resistant [illegible] tuberculosis centers reveal a marked increase in patients with [illegible] slowly dying of their disease.

The excellent work of our laboratory, clinicians, and [illegible] However, an increasing number of drug resistant [illegible] be segregated so that they do not spread their infection.

To combat this problem, it will be necessary to continue [illegible] no further increase.

B. 2.543.362.000 Hospital & Laboratory Supplies $[illegible]

In accordance with experience [illegible]

Platinum Needles (4 dozen) ($25/dozen) $[illegible] (A)

(A) Necessary replacements to run school tuberculin program.

2.543.372.000 Photographic Supplies $[illegible] (A)

C. O.E. 372 X-ray Supplies, Due to increased cost

372 X-ray Tube (1), Due to increased cost [illegible] (B)

TOTAL $[illegible]

(A) X-ray films and solution in accordance with experience [illegible]. Increase due to increase in price.

(B) Replacement of x-ray tube during year. We will need [illegible]

2,311,402.543 Equipment (TUB)

A. O.E. 402 Chairs, Folding (35) $230 - To replace broken folding chairs in Chest Clinic that are beyond repair (annual replacement). No visible identification numbers.

Estimated replacement cost	$230.00
Less trade-in value	-0-
Net amount requested	$230.00

B. O.E. 402 File Cabinet (Tabulating Card Cabinet).

No visible identification numbers. Two filing cabinets, metal, 24-drawers each, 3-1/4 x 7-1/2" drawers, for filing 3" x 5" x-ray cards in the Tuberculosis Survey section. These two cabinets are to replace two (2) old obsolete wooden cabinets which have been in use since before the start of the Tuberculosis Survey program.

These cabinets have had considerable repairs made to them on account of drying out of the wood, joints coming unglued and also the fronts of some of the drawers are split and the paint has become scarred over the years.

Also, due to the increase in the scope of the program, these two cabinets are inadequate for the number of cards used in the follow-up program on clients with suspicious x-rays. Since the cards of clients who have had suspicious x-rays are retained for a period of five years from their last follow-up date, and as there are more than 4,000 suspicious x-rays per year, each of which has a card on file, there are roughly 20,000 cards in the file. As a result of the inadequacy of space, it is necessary to keep several boxes of x-ray cards in separate containers (cardboard boxes).

Estimated replacement cost	$475.00
Less trade-in value	-0-
Net amount requested	$475.00

C. O.E. 412 Typewriters (2): Necessary replacement of two old and worn out typewriters:

Underwood 12-6406882(50-4901)(1948)- very poor condition
Remington Noiseless 619456(50-2216)

Estimated Replacement cost	$480.00
Less trade-in value (estimted)	- 20.00
Net amount requested	$460.00

D. O.E. 48, (14 x 17) X-ray hangers (20): Annual replacement of hangers. We should replace about one-third on an annual basis.

Estimted replacement cost	$57.00
Less trade-in value	-0-
Net amount requested	$57.00

2,311,400.543 Equipment (PUR) Continued

A. O.E. 484 Photofluorographic X-ray Unit adaptable for 70 mm. and 14 x 17 chest x-rays:

The unit will have a single transformer with an outlet for 14 x 17 and 70 mm. [illegible] The separation of the 14 x 17 and 70 mm. equipment will save wear and tear on the unit, [illegible] will reduce less repair and replacements.

The present unit now in use at 101 Grove Street is a North American Philips [illegible] camera which is fifteen years old, and was given to the City by the State Health Department. [illegible] in the entire city. It has taken approximately 40,000 x-rays a year [illegible] recently the machine required extensive temporary repairs. The parts and [illegible] camera is outmoded for the faster x-ray techniques that are [illegible] The repeated rotating of the tube to change from 14 x 17 to 70 m.m. on a single unit [illegible] nine months and sometimes more frequently.

All of the x-ray follow-up work for the Tuberculosis Control Program [illegible] chest x-rays taken in the Jail Program, the County Hospital, and by the [illegible] this machine. In addition, all new city employees and all other [illegible]

It would be desirable to purchase two units at this time. [illegible] to purchase the 14 x 17 unit with the transfers this year and replace [illegible] should the machine completely breakdown during the year, the [illegible] One must realize that if this does breakdown, it will take [illegible] the budget request was approved we would be without x-ray [illegible] complete dissolution for the Tuberculosis Control Program in the City for [illegible]

The price quoted was an estimate given to us by the General Electric [illegible] includes delivery to the Health Department at 101 Grove Street, [illegible] outlets for power.

A. 14 x 17 unit	$ [illegible]
B. 70 mm Fluorographic Unit	[illegible]
TOTAL	$ [illegible]

B. O.E. 412 Dictating Equipment:

Whereas in last year's budget we requested a General Clerk Typist for the [illegible] budget. We have changed some of the clerical procedures so as to [illegible] dictaphone there will be no difficulty in keeping our records and [illegible] past two years because this clerical assistance is necessary and [illegible]

TOTAL [illegible]

C. O.E. 491 Books, References:

Necessary to keep up-to-date with the changes in medical [illegible]

TOTAL [illegible]

A. O.E. 110 PERSONAL SERVICES

New Positions: (2) 1424 Clerk Typists

It is evident that the present level of attack is not only unable to contain the problem, but that unless adequate steps are soon taken, the situation will deteriorate more rapidly to a point that will require many times our present efforts. There must be in the community a large and multiplying undiscovered reservoir of infection not only responsible for the increases as noted, but also ready to explode into previously uninvolved groups, as the young,etc. Control is not possible unless this reservoir is reduced and kept at practical levels. The most important tools necessary to accomplish this are rapid and thorough epidemiology in connection with already diagnosed and treated cases and the pursuit of any and all clues that may lead to the discovery of new cases in their infectious stages.

The clerical staff as presently completed consists of six positions at the Hunt Street clinic. Despite the fact that all are working at full capacity, they are unable to perform what is required for the efficient operation of the Division. Since the clinic is open nine hours a day, including the lunch hour, we are constantly confronted with the necessity of supplying relief in areas of more urgent immediate need. This also occurs during vacations, times of sickness, and those other periods that arise during each regular working day. As a result of these interruptions in their primary duties, which they already are unable to complete, they fall farther behind. All of the six clerks are involved in these substitutions.

There follows in outline some of the more important duties of each of the six positions:

One P-4(0) General Clerk Stenographer performs most of the duties in connection with general administration. She maintains daily personnel records; maintains inventories and orders and distributes supplies and materials; performs the stenographic work in the preparation of annual statistical and summat reports to the Mayor; performs the stenographic work in the preparation of budgetary requests; operates the duplicating equipment; handles general correspondence as well as correspondence with other facilities regarding patients; registers patients for psychiatric services, etc.

One P-1(0) General Clerk Stenographer is engaged primarily in two areas of activity; the processing of reactive serological reports on private patients and the secretarial and stenographic work in connection with public health nursing. She processes all reactive reports by checking in various files for evidence of prior knowledge and disposition. Of the 3600 such reports received in fiscal 1960-61, 1200 were chosen for further follow-up and correspondence with private facilities, private physicians and patients. Since her combined duties require more time than she is able to devote, relative priorities have had to be assigned to certain serological reports. Often through errors in judgement, important reports are not followed at all, and in other instances many are not followed in time to be of value in terms of overall venereal disease control. This person handles all of the supervisor's correspondence, records, nursing time reports,etc. She assists in collecting and consolidating statistical data; she processes incoming mail; she maintains a file of quarantine reports of fily Prison cases, etc.

One P-2(0) General Clerk Typist is involved in the preparation of the data that are so necessary for the sufficiently rapid follow-up of named contacts along with all of her other duties in the epidemiology office. She receives a small amount of assistance from others when such help can be spared, but it is minimal. Since an average of about four and one half contacts are elicited for each new case of syphilis and one and one half contacts for each new case of gonorrhea, simple arithmetic demonstrates the difficult task with which she is confronted, when one considers only that aspect of her job. Before a contact report is prepared, various files must be checked for evidence of prior knowledge or disposition. As a result of this volume, all too frequently contacts are not traced within optimal time limits. In fact, many are not traced at all. Among her other duties are the typing of informant cards, the handling and preparation of correspondence in connection with epidemiological problems, the preparation of various City, State and Federal reports, etc.

One P-2(1) Typist and one P-2(0) General Clerk Typist are involved primarily with those manifold duties concerned with the proper and rapid handling of patients in the clinic. They admit and register patients; pull and prepare charts; route charts to the clinicians and public health nurses, etc.; type cards and laboratory report forms; file charts; post completed laboratory reports on charts; fill in at the telephone switchboard; etc.

A. O.E. 110 PERSONAL SERVICES (Continued)

The B-222 General Clerk has as her essential duties the [illegible] registration of patients, types cards & [illegible] types forms for request of information [illegible]

The two (2) 1424 Clerk Typists requested:

Will be used in the epidemiology office. Her duties will be to [illegible] named contacts of cases of infectious venereal disease, [illegible] charts, etc. It is estimated that [illegible]

Will be used in the office of the supervising [illegible] reports, a most fruitful area for [illegible] files, typing contact reports, pulling charts, filing [illegible]

Will be used also in the patient area of the clinic. In addition [illegible] and will assist the public health nurses in certain duties that [illegible] can be performed by a properly trained clerical person. It is [illegible] in the clinic and time to chart and record [illegible] nurse was deleted from this year's budget.

Momentarily, it is expected that the Division will [illegible] It is estimated that this will total eight [illegible] these reports will not be properly interpreted unless a thorough [illegible]

2.345.200.000 CONTRACTUAL SERVICES

B. O.E. 219 Maintenance and Repair, Other Equipment.

Necessary repairs to other equipment at Clinics [illegible]

C. O.E. 231 Heat, Light, Power (LHP)

Heat, light and power based on estimate by Bureau of Light, Heat and Power

D. O.E. 235 Subscriptions

Subscriptions to various periodicals [illegible]

E. O.E. 237 Scavenger Services (SCV)

Scavenger Service based on 1961-62 contract

P.545.000.000 CONTRACTUAL SERVICES

A. O.E. 340 Telephone Directory Service (FUH)

Continuation of telephone directory service for the investigative work at the clinic — $ 126

Expanding efforts to reduce the reservoir of infection in the community have more than doubled the number of epidemiological investigations since 1955-1956. The Division, because of limited personnel, is unable to make all of the necessary investigations in the field, and of those made, many are not within the time limits required for effective control. The telephone directory service, with its information, makes it possible to substantially relieve men in the field by use of the telephone.

P.545.060.000 VENEREAL PROJECT ASSISTANCE GRANT

B. O.E. 860 Other Special Services $3600

A supplementary appropriation in the amount of $950. has been requested and approved by the Bureau of Venereal Disease Control, U.S.P.H.S. for fiscal 1961-1962. The requested increase for 1962-1963 is for the estimated increase in travel expected by the U.S.P.H.S. Health Program Representatives and by the U.S.P.H.S. Field Epidemiologists, assigned to the Division of V.D.Control, San Francisco Department of Public Health.

This sum is 100% reimbursable by the Federal Government.

P.545.300.000 MATERIAL AND SUPPLIES

C. O.E. 350 Cleaning and Lav. Supplies

Cleaning and lavatory supplies for 35 Hunt Street in accordance with experience and increased costs. — 110

D. O.E. 361 Dry Goods, Notions and Fabrics (FUH)

It is anticipated that stocks from earlier years will be depleted and require replacement — 93

K. O.E. 330 City Directory (FUH)

City Directory — 94

Emphasis must be placed upon reducing the reservoir of infection in the community. With that aim in view, epidemiological investigations are being expanded more than doubled since 1955-1956. While some personnel help is being received from the Federal Government, we have lost the use of Western Union telegram service. In all, the Division is far behind in both numbers and timing of investigations. Consequently, every help is important. This directory gives information not available in any other reference materials, i.e., people without telephones, people with unlisted telephone, place of employment, etc.

2.345.300.000 MATERIALS AND SUPPLIES (Continued)

A. O. E. 371 Stationery and Office Supplies

Printed forms and stationery for clinic.

The requested increase is needed because:

1 - Our present supply of forms is being depleted.

2 - Costs for printing and printing supplies have risen greatly.

3 - A form is being prepared for use in full of [illegible] many hours of secretarial time. Additionally, [illegible] effect, this form will [illegible]

B. O. E. 375 Stationery-Stores (EHR)

Stationery-Stores. Increase request in relation to rise in [illegible]

2.345.361.000 DRUGS, CHEMICALS AND GASES

C. O. E. 361 Drugs, Chemicals and Gases

The requested increase is needed for three important reasons:

1 - Increased drug usage for increasing case load.

2 - Increasing discovery of [illegible] achieve cures.

3 - Increasing development of [illegible] drugs to achieve cures. At the present time [illegible] these latter drugs, must take [illegible] patients, as well as [illegible] required hospitalization, [illegible]

2.345.362.000 HOSPITAL AND LAB. SUPPLIES

D. Hospital and Lab. Supplies

The need for this increase is indicated by the increasing [illegible] and the increase in the number of laboratory tests [illegible]

P.511.400.640 EQUIPMENT

A. O.E. 419 TYPEWRITER, ELECTRIC (1) @ $477

This is requested to replace manual Remington XP05611, purchased prior to 1946 and which has a junk value of $10.

As the average age of typewriters in the Division approaches about 15 years, it is necessary for some degree of replacement to be made each year. An electric typewriter is requested because of the many City, State and Federal forms that must be prepared with more copies than can be legibly produced with one run in a manual machine. Also, some of these forms include cards. Thus, frequent double runs will be eliminated, thereby relieving to an extent the clerical staff for other necessary duties. Also, this request is made because of frequent need for clean mimeograph stencils.

B. O.E. 400 OPHTHALMOSCOPE (1) @ $55

This is requested to replace a similar piece of equipment, no visible inventory number, missing from the City Clinic on April 6,1961. The Police Department and the purchasing of supplies were notified of this theft. The replacement should be the Welch-Allyn hand (PHH No. 106) with a large handle. The instrument is necessary to evaluate certain categories of syphilis for proper treatment and follow-up.

C.	O.E. 409 Desks, Typist (2) @ $120	$ 240
D.	O.E. 409 Chairs, Posture (2) @ 40	80
E.	O.E. 409 Lamps, Desk (2) @ 25	50
F.	O.E. 419 Typewriters, Manual (2) @ 205	410

These items of equipment are needed for the two new 1424 Clerk Typists requested in this budget. (The above four items: desks, chairs, lamps and typewriters.)

A. 2.551.111.000 OVERTIME

Class No.	1960-1961	Budget Allowance	7/1/61 10/20/61	Estimated 7/1/61 [illegible]	Estimated Req. [illegible]
06	95	100	91	100	[illegible]
P2	300	300	72	300	[illegible]
P102	91	100	33	100	[illegible]
	$495	$500	$156	$500	$[illegible]

B. 2.551.112.000 HOLIDAY PAY

No. of Employees	Class No.	1960-1961	Budget Allowance	7/1/61 10/20/61	Estimated 7/1/61 [illegible]	Estimated [illegible]
13	L504	$ 6050	$ 6050	$ [illegible]	$ [illegible]	$ [illegible]
18	06	8077	8077	[illegible]	[illegible]	[illegible]
21	P2	9664	9664	[illegible]	[illegible]	[illegible]
1	P3	383	383	--	--	--
1	P4	--	--	--	--	--
13	P102	4240	4240	[illegible]	[illegible]	[illegible]
		$ 28414	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]

Attached sheets show adjustment due to pay increase

[illegible]

[illegible]

Class	[illegible]	Rate	Total
[illegible]	14	$ 41.60	$ [illegible]
	1	[illegible]	[illegible]
	4	[illegible]	[illegible]
			$ [illegible]
[illegible]	14	41.60	[illegible]
	2	[illegible]	[illegible]
	1	[illegible]	[illegible]
	1	54.14	[illegible]
			$ [illegible]
[illegible]	1	[illegible]	[illegible]
	[illegible]	[illegible]	[illegible]
	[illegible]	[illegible]	[illegible]
	1	[illegible]	[illegible]
	1	[illegible]	[illegible]
	1	[illegible]	[illegible]
			$ [illegible]
[illegible]	[illegible]	[illegible]	[illegible]
	1,872	41.60	[illegible]
	[illegible]	[illegible]	[illegible]
			$ [illegible]
Total			$ [illegible]
[illegible]			$ [illegible]
[illegible]			[illegible]
			$ [illegible]
[illegible]			
[illegible]	[illegible]	41.60	[illegible]
[illegible]	[illegible]	41.60	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
			$ [illegible]

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1961-1962

Department, Board or Commission: PUBLIC HEALTH - LAGUNA HONDA HOSPITAL (CONT'D) — Index Number 551 — Page Number 2

A. P.861.110,000 SICK LEAVE REPLACEMENT

Class No.	1960-1961	Budget Allowance	7/1/61 12/30/61	Estimated 7/1/61-6/30/62	Estimated Req 1962-1963
1504	$ 4406	$ 3500	$ 2007	$ 4014	$ 4400
06	6984	5600	2189	4378	7000
P2	4100	8500	2886	5772	4100
P10P	1930	1600	1370	2740	2000
	$ 17370	$11000	$ 8452	$ 16904	$ 17500

B. P.861.120,000 TEMPORARY SALARIES

Class No.	1960-1961	Budget Allowance	7/1/61 12/30/61	Estimated 7/1/61-6/30/62	Estimated Req 1962-1963
1504	$ 13,719	$ 16,000	$ 11,045	$ 16,000	$ 24,000
06	13,994	10,000	10,704	18,000	18,400
P2	14,570	16,000	11,806	16,000	16,352
P10P	6,418	6,000	3,401	6,000	6,100
	$ 47,094	$ 50,000	$ 36,445	$ 50,000	$ 50,502

ACCUMULATED VACATIONS

Class No.		
P-2	Stewards	10 weeks
0-6	Drivers	13 weeks
P-10P	Reg. Nurses	9 weeks
1-504	Surgeons	7 days
P-4	Adm. Superintendent	10 days

P.861,200,000 CONTRACTUAL SERVICES

C. O.E. 810 Maintenance and Repair - Auto Equip. (1970)

Repairs for ambulances
Provision for Salary Increase in Shops — $10,046

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC HEALTH - [illegible]

BUDGET EXPLANATIONS

FISCAL YEAR [illegible]

2,551,000.000 CONTRACTUAL SERVICES (continued)

A. O. E. 219 Maintenance and Repairs - Other Equipment

Repair of other equipment in accordance with experience.

PLUS: 10% to conform with Department of Public Works salary [illegible]

B. O. E. 225 Tabulating Services (IUH)

Improved procedures and stabilization of personnel have resulted in [illegible] amount approved last year.

C. O. E. 231 Heat, Light and Power

In accordance with letter from [illegible] 12/10/71

D. O. E. 232 Telephone and Telegraph

Based on experience

E. O. E. Laundry Service (236)

Based on salary increases in laundry employees in past several years.

F. Scavenger Service (O.E. 237)

Based on current contract.
Request for additional funds pending.

G. O. E. 203 Use of Employee's Cars

Based on increase granted in allowance.

H. O. E. 301 Tires and Tubes

Based on experience and price increases.

I. O. E. 303 Replacement Parts - Other Machines

Based on experience and price increases.

J. O. E. 315 Builders and Miscellaneous Services

Based on experience

A. O. E. 535 Cleaning and Lavatory Supplies

Based on experience.

B. O. E. 541 Dry Goods, Notions (FDH)

Linen for Emergency Hospitals — $ 2500.

Increase over last year requested for the reason that our small inventory is now depleted due to normal usage, laundering, etc. and should be built up. Reserves non-existent.

C. O. E. 571 Stationery and Office Supplies

Printed Forms, Stationery and Office Supplies for the Emergency Hospitals. — $ 1867.

An increase is indicated because printed bound books and logs are up at least 10%.

E.001,361,000 DRUGS, CHEMICALS, GASES (FDH)

D. Drugs for use of Emergency Hospitals.

Due to price increases, the allowance for drugs drawn from the San Francisco General Hospital is requested to be — $ 3300.

F.001,362,000 HOSPITAL AND LABORATORY SUPPLIES

E. Based on experience and price increases.

EQUIPMENT

F. O. E. 40P

Replacement

Chairs, Wood, Straight
20 @ $10.00 each — $ 80.

To replace broken chairs (no serial numbers).

G. O. E. 41P

Replacement

Time Clocks (2) for Park and Alemany Emergency Hospitals.

To match those at Central and Harbor Emergency Hospitals purchased in 1960-1961 Budget.

To accurately time ambulance calls. Those we have are over 30 years old and parts are hard to get.

2 @ $100 less 10% turn-in = $150 ea. plus tax — $ 300.

EQUIPMENT (Continued)

A. O. E. 432

Replacement

Hild Floor Polisher or equal Model C.

Approximately $255. less $15 turn in [illegible]

Replace Tri C Floor Machine Inv. #34-500 at Hart [illegible]

Department of Public Works can no longer repair present one. [illegible]

B. O. E. 434

Replacement

Gas Stove, with oven (1) [illegible]

To replace worn-out model at Alemany Emergency Hospital. [illegible]

To provide food for patients and personnel.

Turn-in: NIL

C. O. E. 442

Replacement

Refrigerators (2) @ $175. ea. [illegible]

Same as at Central and Harbor Emergency Hospitals.

To maintain biologics, specimens, food

All over 10 years old.

Turn-in: NIL to $10.00 [illegible]

D. O. E. 456

Replacement

Ambulance (2) to replace [illegible]
#30 - 132197 miles, 1951 Dodge
Inv. 551-630

#32 - 108[illegible] miles, 1954 [illegible]
Inv. 551.632
Complete with radios

*Pending approval of [illegible]

EQUIPMENT (Continued)

Replacement

A. O. E. 472

Fire Extinguishers (5) $300.

Ansul A-10-C multi-purpose Extinguishers
(including truck mounting bracket.

Approximate $60.00 ea.

One each ambulance at Central, Park, Hector, Alemany and Mission Emergency Hospitals.

N. B. Chief Lindsaker reports these are the last on the market today and that CCl_4 extinguishers are illegal.

B. O. E. 404

New

Mayo Banks (2) $ 90.

Portable to hold instruments, dressings, convenient to doctor's use at dressing tables.

One each for Central and Alemany Emergency Hospitals for use in treatment rooms.

@ $45 ea.

Wheel Chairs, folding (2) $110.

To facilitate moving patients who do not need stretchers but have difficulty in walking

@ $55 ea.

C. O. E. 409

New

Bird Automatic Respirators (4) $[illegible]

One needed for each hospital to offer resuscitation to non-breathing patients and provide supplemental oxygen for same. May be used by the nurse or doctor in the hospital when ambulance is away from station.
No request being made for portable respirators for use in ambulances since manual artificial respiration plus inhalator supply of oxygen may be used by ambulance crews trained in their use.

@ $550 ea.

EQUIPMENT (Continued)

A. O. E. 482

New

Purdick Dual Defibrillator
(for internal or external use)

Model DF-10J or approved equal

4 @ $550. each

One each for Central, Park, Marina and Alemany Emergency Hospitals

B. O. E. 482

1 - Suction Machine

For Ocean Beach Emergency Hospital there is no [illegible]
when necessitated patients must be transferred [illegible]

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1960-1961

Department, Board or Commission: PUBLIC HEALTH - HASSLER HEALTH HOME — Index Number 553 — Sheet Number 1

A. PB Account Clerk (New) 350/4.26 Number requested 1

This position is requested to establish a billing system at Hassler. There is a number of sources which will provide revenue for the City. These sources are as follows:

1. Patients receiving social security.
2. Patients presently under Public Welfare and Public Guardian Care.
3. The Public Welfare Program becoming effective January 1960 will pay for the care of those eligible patients(1 - 2).
4. Future federal aid to Public Health.

B. New Positions

1 116 Orderlies (5)

Hassler is presently in a transition period from a tuberculer institution to one which cares for patients with chronic diseases. There are two points to be noted about this type patient.

First, this type patient requires more individual care than the tuberculer patient formerly cared for at Hassler; second, Wards I, II, III & IV will be used by this new patient. Formerly these wards were used by ambulatory tuberculer patients. These wards were staffed by one head nurse and one or two orderlies.

With twenty-eight orderlies, as requested in the 1961-1962 budget and also this budget, the minimum nursing requirements will be fulfilled.

C. Payment for Inmate Help not to exceed $40. per month, based on experience and future requirements. No increase required.

Inmate Help $ 9700.

F.003.111.000

D.

Class No.	1960-1961	Budget 1961-1962	7/1/61 9/30/61	Estimated 7/1/60 9/30/61	Estimated Request 1962-1963
H 6	850	175		175	200
H 400	42	50		50	50
H 512					75
C 102	26	75			100
1 2	41	50	25	50	50
1 116			15	15	25
1 504	50	45	50	75	50
1 510	27				
C 1661		50	15	35	25
C 1601	105	175	121	200	200
	610	600	224	600	775

Request based on prior years and actual first six months expenditures, and allowing for increases in salaries by the 1960 salary standardization.

Overtime $750

E. Annual salary increment.

A. 2.553.112.000 COMPUTATION OF HOLIDAY PAY (Based on 7 1/2day Week)

	Class No.	Monthly Salaries	Daily Rate of 12	Number of Holidays (Inc 1/2)	Amount	Number of Persons	Inc. Dec. Amount
1.	B 6	660	4571	5	[illegible]	1	[illegible]
2.	B 408	447	3096	6 1/2	[illegible]	1	[illegible]
3.	B 512	436	3019	4	121	1	121
4.	C 152	391 A	2700	13 1/2	[illegible]	5	[illegible]
5.	I 2	365 A	2520	13 1/2	[illegible]	13	[illegible]
6.			910.5	13 1/2	[illegible]	1	[illegible]
	I 116	382 A	2647	13 1/2	[illegible]	1	[illegible]
			11[illegible]	13 1/2	[illegible]	[illegible]	[illegible]
7.	I 204	373 A	2[illegible]	13 1/2	[illegible]	8	[illegible]
8.	L 202	358 A	2[illegible]	6	871	1	871
9.	O 166.1	510	3[illegible]	5	177	1	177
10.	O 168.1	584	4044	7 1/2	303	1	303
11.	P 102	484 A	3350	13 1/2	416	4	[illegible]
12.	P 104	371 A	2[illegible]	13 1/2	434	8	960
							[illegible]

TOTAL HOLIDAY PAY

1. P 6 Required to prepare payrolls which fall on holidays.
2. P 408) Required to operate the switch and.
3. P 512)
4. C 152 Two watchmen required every [illegible] of year.
5. I 2 The same number of meals are served on holidays, as any other day of the year.
6. I 116 This represents 44% of orderly staff [illegible] operate this institution on a [illegible] holidays.
7. I 204 One required for each ward and also [illegible] holidays.

[illegible]

9. O 166.1
10. O 168.1
11. P 102 [illegible] year.
12. P 104 [illegible]

NOTE: A - Communicable Disease rate [illegible].
SS - Split shift [illegible].

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission [illegible] — Index Number 853 — Sheet Number 3

A. $8,853,119,000 BUDGETED AND ACTUAL EXPENDITURES

Class No.	Actual Expenditures	Budget 1961-1962	Estimated 7/1/61 to 9/30/61	Estimated 7/1/61 to 6/30/62	Budget 1961-1962
H 6	140	160		160	220
H 400	220	250	66	250	250
H 610	100	150		150	101
O 100	700	666	169	665	660
1 0	3004	3940		3940	4394
1 110	3210	3414	991	3414	3981
1 204	1070	1965	660	1965	2536
1 300	70	100		100	231
O 100,1	150	207	56	207	179
O 100,1	270	326	81	326	297
P 100	2005	3340	710	3340	3726
P 104	170	475		475	940
	13255	14985	2343	14985	17569

An increase in patient load will require an additional staffing of orderlies and nurses on holidays.

Holiday Pay $ 17,562

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR [illegible]

Department, Board or Commission: PUBLIC HEALTH - HASSLER HEALTH HOME

A. P. 553.115.000

Class No.	Expenditures 1960-1961	Budget 1961-1962	7/1/61-9/30/61	Estimated 7/1/61 [illegible]	Budget [illegible]
B 512	88				[illegible]
C 152		205		50?	[illegible]
I 2	202	275		275	[illegible]
L 55		200	851	52	240
	234	680	251	877	[illegible]

Net Increase [illegible]

4 1

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1960-1961

Index Number 553

A. $2,883,190,000

Class No.	1960-1961	Budget 1961-1962	7/1/61 9/30/61	Estimated 7/1/60 - 9/30/62	Estimated Request 1962-1963
B 6					45
B 400	561	500	909	500	525
B 610	801	500		500	500
C 100	70	200		200	150
I 0	450	400	741	400	500
I 110	100	100		100	100
I 104	596	600	705	950	900
I 200					325A
I. 55		400	550	400	300
I. 20V					350B
O 1001		400	366	400	200
O 1001		400	50	150	300
	5066	5100	1000	5100	5995

A I 20V - Porter Foreman
It is recommended to provide funds for a porter-foreman relief. There is a lack of [illegible] supervision of the porters on the porter-foreman's holidays and his vacation.

B I. 20V - Dietitian
It is recommended to provide funds for the relief of the dietitian while she is on vacation. At the present time a kitchen helper writes and prepares the special diets. This procedure has been unsatisfactory.

Temporary Salaries $5995.

2.553.200.000 CONTRACTUAL SERVICES

A. O. E. 206

Travel expense for the Superintendent of Passler Health [illegible] alternate [illegible] of the [illegible] of the American Thoracic Society or American College of [illegible], to visit [illegible] are [illegible]. Date and location not available at time of budget submittal.

Travel expense [illegible]

B. O. E. 207 Travel Expense

July 1961	$ [illegible]
August	372.00
September	377.00
	$ 1761.00

Travel expense is allowed to each year of Passler Health [illegible] Sec. 16.94 and Sec. 16.95. This travel expense is all [illegible]

With the completion of the vacation part [illegible] This is due mainly to the creation of [illegible]

It has been a standard procedure since 1946 [illegible] 450 rides given each month. It is anticipated that the [illegible] cost of insurance. (Discontinued as of January 1, 1961.)

1761	x	4 quarters	$ 7,044
Two new [illegible]			312
40 rides per month	x	12	[illegible]
			$ 7,8[illegible]

C. O. E. 216 Maintenance and Repair - Auto Equipment (P)

Repairs to trucks and auto [illegible]

The seven vehicles at Passler travel [illegible] miles per year. [illegible] blow-by devices will cost as follows:

Furnish and install	$[illegible]
Maintenance	[illegible]
Maintenance and repair	[illegible]
Additional [illegible]	[illegible]
	$ 1877

P.663,000.000 CONTRACTUAL SERVICES

A. O. E. 810 Maintenance and Repair Of Ice Equipment

Ward Harris Dictating Service Inc	$ 80.
Typewriter Service	70.
Adding Machine Service	45
	$195

Addition of more office equipment because of a new Billing department.

Maintenance and Repair - Office Equipment $195.

B. O. E. 810 Maintenance and Repair - Other Equipment

Maintenance

Refrigeration	$1350 *
Sterilizers	90
X-ray Calibration	75
Dishwasher	250
Emergency repairs	500
	$2265

* An additional request is being made in order to replace coils and thermal controls in other refrigeration systems which have deteriorated because of rust and failure. There are six refrigerating units which will require new coils and thermal controls. It is not our intention to complete all six units in one fiscal year but if granted sufficient funds we will complete this work over a one or two years. There is a purchase order at the purchasing department for one refrigerator at this time. The cost of this will run over $300. This request also includes the annual service charge for maintenance.

C. O. E. 831 Heat, Light and Power (U)

In accordance with request of Bureau of Light, Heat and Power.

2,553,200.000 CONTRACTUAL SERVICES (Continued)

A. O. E. 232 Telephone & Telegraph (P)

Charge for existing service $ [illegible]
Cost of new service [illegible]
Additional monthly service charge (12 [illegible]

Ninety per cent of the telephone calls to and from Hassler are long distance. The installation of a WATS line will enable these telephone calls will be charged as local calls. The telephone company states that there will be a saving of [illegible]. This will be on the bill of City Departments placing Hassler [illegible] this line will be.

Telephone & telegraph $[illegible]

B. O. E. 235 Subscriptions

Medical Periodicals and Pamphlets

Journal of American Medical Association
New England Journal
Chicago Medical Book
American Hospital Association
American College - Chest Physicians
American Journal of Medicine
American Medical Association
American Review
Power

Subscriptions $[illegible]

C. O. E. 236 Laundry Service (S. F. G. H.)

Laundry Service furnished by the San Francisco General Hospital.

Laundry service $[illegible]

D. O. E. 243 Rental of Equipment

Rental of ice cream cabinet $[illegible]
Post Office box rental 24

$[illegible]

P.865,900,000 CONTRACTUAL SERVICES (Continued)

A. O. E. 866 Substistance and Care of Animals

Butchering Hogs	$ 650
Veterinarian Service	150

$700

Reduction of size of herd as reflected by actual first six months expenditures.

Substistance and care of animals $700.

B. O. E. 868 Pest Control (F)

Pest control in accordance with Purchasers Contract.

Pest Control $1008

C. O. E. 867 Medical Service and Care (Dental)

Dental care for patients at Hassler Health Home 4500

D. O. E. 869 Other Professional & Special Services

Demurrage charge on oxygen	$ 210
Repair to patients glasses (new)	60

Other professional and special services $ 270

E. P.865,905,000

It is necessary for the Accountant at Hassler Health Home to make thirty (30) trips a year from Hassler to the City Hall and the Health Department Central Office. The purpose of these trips is to expedite each payroll, budget preparation, reconcile Hassler ledgers with the Central Office appropriation ledgers and any other business necessary to carry out the operation of this institution.

30 trips x 60 miles equals 1800 x $.10 equals $180

Use of employee's car $ 180.

P.868,300,000

F. O. E. 301 Tires and Tubes

Tires and tubes necessary for seven ambulances operating at Hassler Health Home. These vehicles not only operate on the hospital grounds, but also travel between Hassler Health Home, Redwood City and San Francisco.

Prior years expenditures.

Tires and tubes $ 325.

2,553,300.000

A. O. E. 303 Replacement Parts - Other Machinery

Replacement of deteriorating parts for machinery.

Prior years expenditure.

B. O. E. 306 Shop, Field, Engine Room Supplies

Required supplies to be on hand for the continuing operation of the Institutional engines, and other machinery, grease and parts, steel wool, etc.

C. O. E. 311 Aggregates - Building Materials

This request is necessary to maintain [illegible]

Prior years expenditure.

D. O. E. 312 Lumber - Millwork

Request is based on prior experience and anticipated future expenditures for [illegible].

F. O. E. 315 Builders - Misc. Hardware

Request is based on prior experience and anticipated future expenditures for [illegible].

G. O. E. 316 Pipe, Plumbing Supplies

Request is based on prior experience and necessary replacements for the [illegible] at this institution for the fiscal year [illegible].

H. O. E. 317 Electrical Supplies

Request based on [illegible]

P.665.500.000

A. O. E. 310 Paint, Painters' Supplies

A low inventory in paint and painters' supplies will make it necessary to purchase additional paint this year. We request that sufficient funds be appropriated to continue our maintenance painting of the eight buildings at Hassler.

Paint, Painters' Supplies $300.

B. O. E. 321 Gasoline, Oil, Lubrication (F)

Gasoline and oil are necessary to run seven vehicles at this institution. Because of our location, twenty-five miles from San Francisco city limits, it is necessary for us to pick up materials, supplies and foodstuffs at vendors located in San Francisco. It is also necessary for us to transport employees to and from the institution and the bus deposit at Redwood City because there is no public transportation to the home.

Gasoline, Oil, Lubrication $2135

C. O. E. 331 Household and Institutional Supplies

This request is based on purchasing expenditure of this institution for the fiscal year 1960-1961 and the actual first six months of this current year. An increase of patient load of 10% will require the purchase of additional institutional supplies, i. e. dishes, utensils, cups, napkins, etc.

Household and Institutional Supplies $5406

D. O. E. 335 Cleaning and Lavatory Supplies

Based on expenditures of the fiscal year 1960-1961 actual first six months and to maintain eight buildings at Hassler in a state of cleanliness.

Cleaning and Lavatory Supplies $3750.

E. O. E. 341 Dry Goods and Fabrics (F)

The past year and a half this institution has been purchasing larger quantities of sheets, pillow cases and linens to overcome a shortage which was created by the transfer of geriatric patients to Hassler. During the 1962-1963 fiscal year it will be necessary to replace the above mentioned linens at a higher rate than in the past. In the past year the purchase of wearing apparel has decreased in order to purchase more linens. It will be necessary to purchase more wearing apparel during the next year.

Increase in patient load is 10% above the previous year.

Dry goods and fabrics $7998.

F. O. E. 371 Stationery and Office Supplies

A new billing system will be established for the collection of revenue. Additional expenditures will be necessary in order to bill, maintain ledgers and necessary records.

Stationery and Office Supplies $480.

G. O. E. 372 Stationery from Stores (F)

Based on past experience and the initiation of a new billing system.

Stationery from stores $345.

2.553.300.000

A. O. E. 381 Horticultural Supplies

Horticultural Supplies for the beautification of the [illegible] acres surrounding [illegible]

Horticultural Supplies $[illegible]

B. O. E. 385 Forage

Request is based on past experience.

Forage $[illegible]

C. O. E. 391 Recreational Supplies

Two occupational therapy instructors use this O. E. for their programs in [illegible]. It is also used to purchase Christmas decorations.

Recreational Supplies $[illegible]

2.553.350.000

D. O. E. 351 Foodstuffs

Canned Goods and Dried Fruits

The 1961-1962 budget was based on a patient load of 167 patients. [illegible] in raise in our request for the [illegible] fiscal year is based on an approximate increase of 20% in the patient load.

Canned goods and dried fruits $[illegible]

E. O. E. 352 Sugar

Same as O. E. 351

Sugar $[illegible]

F. O. E. 353 Dairy Products and Eggs

It has been necessary to purchase milk in cartons [illegible] patients. The purchase of milk in cartons instead of [illegible] $200. per month.

Increase patient food.

Dairy products and eggs $[illegible]

2.553.350.000

G. O. E. 354 Pharmaceutical Products

Same as O. E. 351

Pharmaceutical Products $[illegible]

P.665.350.000

A. O. E. 350 Packing House Products

Same as O. E. 351

Packing House Products $19107.

B. O. E. 350 Meat Shop (Laguna Honda Home)

Same as O. E. 351

Meat Shop (Laguna Honda Home) $23780.

C. O. E. 350 Other Foodstuffs

Same as O. E. 351

Other foodstuffs $15304.

P.665.351.000

D. Drugs, Chemicals and Gases

The 1961-1962 budget was based on a patient load of 167 patients. This request for an increase is based on an approximate 20% increase in patient load.

Drugs, Chemicals and Gases $14500.

P.665.360.000

E. Hospital and Laboratory Supplies

An increased amount of laboratory works is being planned in order to increase the care for patients and raise the standards of the institutions.

P.665.370.000

F. O. E. 370 Photographic Supplies

Filmat 1000	$1050
X-ray solution	800
	$1850

Photographic supplies

X-ray film $1850

P.311.400.553 PRIORITY LIST REPLACEMENT

1. Dishwashing Machines (2)
2. Station Wagon
3. Hospital Mechanical Beds (20)
4. Range
5. Stainless Steel Food Tray-Service Trucks (2)
6. Laundry Hampers (20)
7. Typewriters (2)
8. Sprayer, knapsack
9. Sprayer, fire pump
10. Fire Extinguisher (10)
11. Tables, double pedestal, [illegible]
12. Barrel Chairs (10)
13. Belt Sander
14. Fans (4)
15. Paint Marker
16. Books and Texts
17. Chair and Desk
18. Filing Cabinet
19. Typewriter
20. Typewriter Stand
21. Adding Machine

P.311.400.853 REPLACEMENT (Replacement items requested are not after trade-in.)

A. O. E. 404 Hospital Mechanical Beds (20) $ 2100

This request is made with the intention of gradually replacing old and obsolete beds now in use at this institution. New beds will guarantee easier adjustment of positions of bedridden patients and facilitate medical treatment, nursing care, recreation, etc. The old beds have no salvage value.

B. O. E. 419 Typewriter (1) 425.

Two typewriters would be used in the business office and at the admission desk. The typewriters used in the business office and at the admission desk are 1943 Remington Rands.

C. O. E. 454 Dishwashing Machines (2) 5200.

To replace dishwashing machines which have been regularly breaking down over the past year. Replacement parts have been difficult to obtain, causing the machines to be out of operation for a period of several days at a time. Leaks from these machines required the use of more soap than usual.

D. O. E. 454 Range and Cooking Top (4) 2500.

The present range has been used for twenty-two years. Because of number of meals it has cooked over this period of time, the ovens have deteriorated to a condition where it is very easily to burn food. In replacing this range, it will be necessary to purchase four ovens and cooking tops at one time.

E. O. E. 404 Stainless Steel Tray-Service Truck (2) 900.

The replacement of the food tray-service trucks is necessary because of the unsanitary condition of the present trucks. These trucks are used to carry the trays of food to the wards. Their present condition can be described as rusty, dirty, the rubber bumpers have fallen off and generally unsanitary.

NEW
F. O. E. 400 Chair (1) 40.

Necessary to have chair to provide for new position (Account Clerk).

G. O. E. 400 Filing Cabinet 110.

Filing cabinet is to be used for the filing of bills, ledgers and other records to be kept in establishing a new operation within this institution.

H. O. E. 419 Typewriter 225.

All formal accounting records forwarded to the controller's and treasurer's offices must be typed.

It will be necessary to send typed bills and reports to the State in order to receive funds for the care of patients at our institution.

I. O. E. 404 Fans (4) 100.

The past summer there have been a number of occasions when the temperature has reached ninety and one hundred degrees. With fans we will be able to offer some relief to patients who do not leave their wards. These wards are not ventilated and have very little air circulation.

2.211,400.553

A. O. E. 404 Tables, Double Pedestal, over bed type (11)

The addition of ten over the bed tables will relieve the feeling of those patients confined to bed.

B. O. E. 404 Barrel Chairs (50)

This is a gradual process of replacing the obsolete and unsafe chairs used by the patients at this facility.

C. O. E. 436 Laundry Hampers (10)

To replace deteriorated hampers used to carry laundry from the wards, [illegible]

D. O. E. 456 Station Wagon (1)

To replace 1957 station wagon which has exceeded [illegible] miles and is [illegible]
This vehicle is used to carry an buyer from the bus [illegible]
the post office and necessary supplies for the Institution.

E. O. E. 464 Sprayer, Knapsack (1)

Knapsack sprayer is used for spraying the garden area [illegible]
deteriorated by oil repair because of the chemical [illegible]

F. O. E. 472 Sprayer, Fire Pump (3)

To replace old equipment which has deteriorated [illegible] years of use. These [illegible]
grounds to extinguish grass fires.

G. O. E. 402 Desk (1)

Necessary to have desk provided for new position [illegible]

H. O. E. 402 Typewriter Stand

To be used to hold typewriter and allow it to be moved.

I. O. E. 412 Adding Machine

It will be necessary to keep ledgers and files and other [illegible]
to have an adding machine.

J. O. E. 422 Belt Sander (1)

There are numerous repairs made at this institution, which require sanding. At the present time this
is done by hand which requires excessive [illegible]

K. O. E. 426 Paint Warmer (1)

A paint warmer will be used to [illegible]

H.311.400.883

A. O. E. 479 Fire Extinguishers (10) $ 170.

The recent fires in southern California (Nov 1961) have brought to our attention the number of fire extinguishers is inadequate. An attempt has already been made to purchase these extinguishers, but it was decided that they were classified as equipment.

H. O. E. 491 Books and Texts 100.

Books and texts to be used by the staff of this institution.

F.883.000.000

O.

Taxes paid to San Mateo County based on 1961-1962 tax bill.

Fixed charges $ 2025.

REQUEST FOR NEW POSITIONS

A. 1 1632 Senior Accountant
For Medical Aid for the Aged Program. Please see explanation sheet B.

B. 1 1632 Senior Accountant
For Rehabilitation Program. This position is for maintenance of [illegible] preparation and maintenance of fiscal records and reports.

C. 1 3650 Medical Record Librarian
For Medical Aid for the Aged Program. Please see explanation sheet .

This position would be for maintenance of accurate medical records, [illegible] information to the medical staff and preparation of essential [illegible]

D. 1 1720 Key Punch Operator
For Medical Aid for the Aged Program. Please see explanation sheet .

E. 1 1444 Clerk-Stenographer
For Medical Aid for the Aged Program. Please see explanation sheet I.

F. 1 1446 Sr. Clerk Stenographer
For Rehabilitation Program. This position is [illegible] program.

G. 1 1424 Clerk Typist
For Rehabilitation Program. This position is to [illegible] personnel in the program.

H. 2 2764 Laundresses
For Rehabilitation Program.

Improved care in the ambulatory men's [illegible] bed sheet was used weekly for ambulatory patients, now [illegible] increased to such a degree since July 1, 1961, that [illegible] employees work two hours overtime [illegible] is inadequate water supply. The [illegible] for the laundry. However, this is only a [illegible] the increased amount of laundry.

Licensure of the ambulatory areas has also [illegible] For example whereas the laundry formerly [illegible] sets of bed sheets were formerly [illegible] Equipment Section of this budget [illegible]

I. 1 2786 Laundry Utility Man
For Rehabilitation Program. This position is for [illegible]

J. 1 7393 Barber
For Rehabilitation Program. This is for [illegible]

K. Annual salary increment.

REQUEST FOR NEW POSITIONS (Continued)

A. 1 [illegible] Instructor of Occupational Therapy
For Rehabilitation Program. This is for the treatment and rehabilitation of patients by providing Occupational Therapy activities according to physician's prescriptions.

B. 1 [illegible] Occupational Therapy Instructor
For Rehabilitation Program. This is for the treatment and rehabilitation of patients by providing Occupation Therapy activi ties according to physician's prescriptions and to supervise subordinates and assistants.

C. 4 [illegible] Physical Therapists
For Rehabilitation Program. These are for administering treatments as prescribed by physicians, observing physical changes in patients and reporting to physicians and others.

D. 1 [illegible] Physical Therapist
For Rehabilitation Program. This is for administering treatments as prescribed by physicians, observing physical changes in patients and reporting to physicians and others, supervision of assistants and subordinates and training of other personnel in rehabilitation techniques.

E. 1 [illegible] Dietitian
For Rehabilitation Program. For planning special diets as prescribed by physicians and directs preparation thereof.

F. 1 [illegible] Physician
For Medical Aid for the Aged Program. Please see explanation Sheet F.

G. 1 [illegible] Half Time Physician Specialists (Internists)
For Rehabilitation Program. To work up a system of wards medical care for the patients.

H. 1 [illegible] Full Time Physician Specialist (Internist)
For Rehabilitation Program. He will direct medical treatment on the wards, handle internal problems of the program and have direct supervision over medical personnel.

I. 1 [illegible] Jr. Clinical Psychologist (Please see "J" below)

J. 1 [illegible] Clinical Psychologist
Both these positions for Rehabilitation Program. These positions under direction are for the conduction of diagnostic interviews, diagnostic psychological tests of intelligence, personality aptitude, interests and academic skills. Makes evaluation of the emotional factors that have a bearing on the rehabilitation of the individual patient. Conducts psychotherapy under the direction of a psychiatrist to obtain a proper adjustment to these factors.

K. 1 [illegible].1 Jr. Operating Engineer
For Rehabilitation Program. This position is for repair, adjustment and manufacture of prosthetic appliances and portable technical equipment for electing hydraulic and mechanical operation of the hydrotherapy pool.

REQUEST FOR NEW POSITIONS (Continued)

A. 1 7334 Stationary Engineer

At the present time the power plant is staffed by [illegible] Engineers. The plant is in continuous operation, 24 hours per day, [illegible] a year.

Four 0.160.1 Engineers and four 0.166.1 Jr. Operating Engineers [illegible] therefore, the fifth 0.169.1 Operating Engineer is required to [illegible] three days per week are utilized as follows:

1 day (Friday) - Lubrication and general repair [illegible]
1 day (Saturday) - Lubrication of [illegible]
1 day (Sunday) - General repair and lubrication of other [illegible]

It should be noted that the watch engineers [illegible] condensate systems and elevator equipment as [illegible] watches.

The Junior Engineers are in continuous attendance [illegible] required by the power plant (unlike [illegible] which require only [illegible]).

It is highly desirable that a scheduled program [illegible] which receive only repair service at the present time. The following [illegible]

14 Domestic Hot water [illegible]
6 Domestic cold water [illegible]
20 Domestic refrigerant [illegible]
22 Kitchen [illegible]
9 Air [illegible]

All of the above units require attention [illegible] of thermostats and relays, cleaning of electrical [illegible]

There are approximately 200 sterilizers that require [illegible]

Two hydraulic elevators, 2 dumbwaiters are serviced [illegible]

Wheeled equipment is continually in the machine [illegible]

1 [illegible]
12 [illegible]
6 [illegible]
12 [illegible]
22 [illegible]
10 [illegible]
2 Hydraulic [illegible]
6 Pneumatic [illegible]
12 Laundry [illegible]

In order to establish a routine program of preventive maintenance it is [illegible] for day maintenance work. The initial [illegible] extended useful life of the equipment.

REQUEST FOR NEW POSITIONS (Continued)

A. 1 PHPO Medical Social Worker
For Medical Aid for the Aged Program. Please see explanation on Sheet 2.

B. 2 PHPO Medical Social Workers
These are for investigating applications for rehabilitation assistance. Assists in determining eligibility, assists the medical profession in evaluation of mental and psychosocial involvement of illness. Assists in the proper placement of rehabilitated patients in their own homes or other non-institutional living arrangements. Supervises the content of and makes field inspection of home care facilities.

C. 1 TIPO Sr. Medical Social Worker
For investigating applications for rehabilitation assistance. Assists in determining eligibility, assists the medical profession in evaluation of mental and social involvements of illness. Assists in the proper placement of rehabilitated patients in their own homes or other non-institutional living arrangements. Supervises the content of and makes field inspection of home care facilities. Responsibility for carrying out Social Service requirements and coordinates with the Rehabilitation Program.

The classification of Sr. Medical Social Worker is recommended to provide the additional man hours required by the new program and for the purpose of providing supervision for the present staff of three Medical Social Workers. The present Social Service Staff of Laguna Honda Home totals 4, three Medical Social Workers and one Social Worker. The patient load at Laguna Honda Home is 1600. Each Medical Social Worker carries an average case load of over 550. This is considerably in excess of the ratio elsewhere and it is next to impossible to carry on an effective Social Work program under these circumstances.

The California Taxpayers Assn. Survey of 1959-60 reports the following ratio of Social Service workers per 100 average daily census:

Rancho Los Amigos, Los Angeles	.63
Los Angeles, Olive View	1.43
San Diego Edgemore	1.50
Laguna Honda Home	.86

The failure to provide additional help in the Laguna Honda Home Social Service Department will result in the loss of a considerable amount of revenue by reason of delay in processing applications for Old Age Security, Aid to Totally Disabled and Medical Assistance for the Aged.

D. 1 Recreation
This position is a new classification to provide the care of the hair of women patients including such improvement in the patients' appearance as necessary to emphasize rehabilitation and restore proper attitudes towards rehabilitation and their ultimate return to normal living.

1962-63 NURSING DEPARTMENT

PERSONNEL

Computation of nursing hours per patient day:

1961-62 Authorized Position

Registered Nurse	11
Surgical Nurse	1
Licensed Vocational Nurse	7
Senior Orderly	4
Orderly	8

Less Employees on Semi-Nursing Wards and non-nursing assignments -

Semi-Nursing Wards	11	7	4	4
Trunk Room			1	
Barbers			1	1
Autopsy-Isolation				1
Central Supply	1	1	4	
Dental Clinic			1	
X-ray			1	
Laboratory				1
Surgery	1		2	
Physiotherapy			2	
Volunteers			1	1
Linen Room			2	
RN's as Acting Head Nurses	6			
Total % non-nursing & Semi-nursing wards				3
Total Nursing Personnel Hours of Productive Time				221

365 # of employees x 40 (Hrs. per week) x 47 (Weeks per year) =
1,012 (Hrs...) x 365 (Days in year)

1965-66 BUDGET EXPLANATIONS (Continued)

At present, the goal at Laguna Honda Home is to achieve two hours of nursing care per patient.

An average of 3 hours of nursing care per patient per day (both professional and non-professional) would provide a comprehensive nursing program for some of the healthier geriatric or chronically ill patient. This average is slightly below the median of 3.1 hours in other geriatric and chronic hospitals in the State of California. California Taxpayers Assn. Survey March 1961. For example the Los Angeles General Los Angeles County Hospital provides 3 hrs., San Diego - Pioneers provides 2.3, Los Angeles - Long Beach, 2.1, and New Mexico Sanitorium 2.6.

With a 3 hr. per patient per day nursing pattern the following could be introduced at Laguna Honda Home.

(a) Training patients in the activities of daily living on all wards, to enable the patient to perform some self care.

(b) Add three more lifting teams, of two men each, for the P.M. shift so that patients can be assisted in and out of bed during the evenings. This privilege is not now allowed after 4 P.M. because there are now no lifting teams on the P.M. shift. The personnel on this P.M. lifting team would also assist and do some ward training for "walking" patients.

(c) Extend the rehabilitation process during the evening, on week ends and on holidays in addition to such rehabilitation done in the physical and occupational therapy departments on Monday through Friday 8 A.M. to 4 P.M. Accordingly there would be no interruption in the rehabilitation process if it is continued on the wards and when there is no physical and occupational therapy available. Experience shows that patients improve considerably when rehabilitation is constantly applied.

(d) Allow more time for necessary bathing of patients which is now greatly speeded up on a production line basis to the detriment of the patient's well being.

(e) Relieve the Head Nurse of bedside nursing and allow her additional time for ward management and supervision, patient orientation, etc.

For the fiscal year 1964-1965, the Chief Administrative Officer approved 1.06 hours of nursing care per patient per day.

Following is the computation to determine on a yearly basis the total of general nursing hours required by professional and non-professional personnel, as approved by Chief Administrative Officer.

1,095 (A.D.C.) x 1.06 (hrs. hours of nursing care to be given per patient in 24 hours x 7 (days in week) x 52 (weeks in year) =
710,646 (general nursing hours required per year)
710,646 (general nursing hours required per year) x 27% (% of nursing hours to be given by professional nursing personnel) =
191,910 (professional nursing hours needed per year)
191,910 (professional nursing hours required per year)
40 (hrs. per week) x 47 (weeks in year)
93 (Professional personnel needed)
93 RN's needed
93 RN's now in the bedside
0 RN's needed

1962-63 NURSING DEPARTMENT (Continued)

712,246 (general nursing hours required per year) x 75% (average daily census) = 534,185 (non-professional nursing hours needed per year)

534,185 (non-professional nursing hours required per year)
40 (hrs. per week) x 47 (weeks in year) =
282 (Non-professional nursing personnel needed)
282 (Non-professional employees needed)
250 (Non-professional employees now in the budget)
24 Non-professional employees needed

NURSING - REHABILITATION WARDS

A.

Class No.	No. of Employments	Classification (X)
T 134	10	Licensed Vocational Nurse (5 premium shifts)
P 69	1	Public Health Nurse
P 109	14	Registered Nurse (7 premium shifts)
P 104	8	Head Nurse
P 110.1	1	Asst. Director of Nursing
P 800	1	Operating Room Nurse
	35	Total Permanent Positions

(X) Nursing hours computed at 4 hours per patient per day plus 9 orderlies for Surgical and Orthopedic Clinics, Central Supply, P.T., O.T. and X-ray transporting patients, etc.

Following is the computation to determine on a yearly basis the total of general nursing hours required by professional and non-professional personnel for the Rehabilitation Wards.

73 (A.D.C.) x 4 (av. hours of nursing care to be given per patient in 24 hours) x 7 (days in week) x 52 (weeks in year) =

106,288 (general nursing hours required per year)

$$\frac{106{,}288}{40 \text{ hrs per week} \times 47 \text{ (weeks in year)}} = 57 \text{ (Professional and non-professional nursing personnel required)}$$

57 x 25% (% nursing hours to be given by professional nursing personnel) = 14 RN's

57 x 75% (% nursing hours to be given by non-professional nursing personnel) = 43 Non-professional

B. Annual Salary Increment.

A. ? 2602 KITCHEN HELPER

These two positions are for the Dietary Department and the kitchen helper [illegible] to replace two part time resident workers at all [illegible] Service (female) kitchen helper who will part time assist [illegible] of food for two wards with 75 patient's wards. The [illegible] floors, etc. Because of the resident [illegible] maintained. Furthermore additional [illegible] now at an all time high of 170.

The main subsidiary dining room is [illegible] Chef. The dishwashing [illegible] Except for a few of these resident [illegible] necessary training and attitude [illegible] tory resident workers in the dishwashing [illegible]

The kitchen helper is also needed in the main kitchen [illegible] of variety in the patients' diets. [illegible] improvement with regard to variety and [illegible] example, the substitution of [illegible] Also the preparation of additional [illegible] cleanup work but if part time assistance is [illegible]

The number of meals served per dietary employee [illegible] hospital or institution where food is prepared and [illegible] has a ratio of one dietary employee for every [illegible] for every 10.13 meals. Laguna Honda serves [illegible] Hospitals for 1959-60 shows the following ratio [illegible]

[illegible]	.17
San Diego County	9.04
Los Angeles [illegible]	12.00
San Mateo County	9.00
[illegible]	6.45

B. Annual salary increment.

A. 9 [illegible] Kitchen Helper
For Rehabilitation Wards.

Five of these employments on straight shifts are for the preparation in the main kitchen of food for the additional 73 patients. The other 4 split shifts are for delivery of food to the wards, serving it and washing dishes, etc., on the wards, and for preparation of Special Diets.

B. 24 H30% Orderly
Please see computation of nursing hours, Nursing Section.

C. 41 H30% Orderly
For Rehabilitation Program. Please see computation of nursing hours, Rehabilitation Wards.

D. 4 H7% Porters
For Rehabilitation Wards.

These positions are for sweeping and mopping floors, cleaning utilities, washing windows, setting up and removing beds and other equipment. Removal and incineration of garbage, pickup and delivery of linens.

E. 1 H1% Cook
For Rehabilitation Program.

This position is requested in connection with the proposed opening of two more wards for 73 additional patients on July 1, 1962.

F. Annual salary increment.

A. 2,555,110.001 PATIENT AID

Present Appropriation	This Request	Increase
$20,000	$21,000	+ $1,000

This appropriation should remain as is for the payment of resident help wages. There are a number of necessary tasks essential to operation of the Institution, such as [illegible], which are performed by resident help, and which would, otherwise, be performed by employees. Without this resident help it would be necessary to increase the regular staff [illegible] to perform these tasks. Many patients have the capacity to perform some labor and generally want to be [illegible] labor. Many tasks must be performed at a reasonable cost, however, and require skill or judgment are required.

B. 2,555,111.000 OVERTIME

Current Budget	Increase Present Operations	Retain, Needs	Total	Increase
$ 5,015	$ [illegible]	$1,441	$6,201	$1,186

Emergency Overtime

$1,000.00

Clarendon Hall - Food Service

I 68 Dining Room Steward @ $[illegible] hr x 2[illegible] days — $ [illegible]
I 2 Kitchen Helper @ 3.05 " x 1.5 " — $10.15

These employments are required to complete [illegible] to 11 P.M., 5-1:15 P.M., 5-8:30 P.M. to provide the necessary supervision [illegible] Clarendon Hall

I 200 Porter Foreman @ $3.89 hr x [illegible] days — $1,[illegible].40
I 204 Porter @ 3.10 " x [illegible] " — [illegible].00 — $[illegible].40

These employments are required to keep [illegible] Clarendon Hall. The morning [illegible] Clarendon Hall. The employees is required to stay until 4 P.M. to serve the evening.

Estimated requirements — $[illegible].57

Rehabilitation Wards

Class No.	No. of Emply.	Classification	Rate	Period	Amount
B 410	1	Sr. Clerk Stenographer	$[illegible].70	52 Wks	$ [illegible].20
I 116	4	Orderly	[illegible].31	13 Wks	[illegible].12
O 166.1	1	Jr. Operating Engineer	[illegible].40	26 Wks	[illegible].40
I 204	2	Porter	[illegible].40	104 Wks	[illegible].40
					$[illegible].12

Total — $[illegible].69

[illegible]

P-555,111,000 OPERATING (Continued)

Classification	Actual Expenditures 1960-61	Actual Expenditures 7/61-12/61	Probable Expenditures 1/62-6/62	Total 7/61-6/62	Estimated Requirements 1962-63
14	$ 93		$ 20	$ 20	$ 10
16	46				
1099	80	$ 16		16	20
1111	4				10
1401	24		14	14	20
1419					220
1511	116	30		30	50
15	759	346	320	666	800
150	1,806	613	576	1,188	1,200
1116	50	60	26	93	505
1130	19				20
1151	20	10	10	20	20
1154	46	23	20	43	50
1159	47	20		30	40
1166	53	304	145	449	405
1167	112	40		40	50
1168	16	6		6	10
1170	99	196	100	296	300
1179		300	165	473	500
1174	171	221	150	371	250
1204	100	230	150	385	552
1206	140	67	30	97	100
1209	997	431	176	606	1,100
1502	26				
1504	26				30
0160.1	100	30	80	108	355
0160.1	76	150	120	202	300
Total	$5,040	$5,176	$2,079	$5,256	$6,781

A. 2,555,112,000 HOLIDAY PAY

Current Appropriation	Current Position	Relief, Etc.	Total Requested	Increase
$110,000	$ [illegible]	$10,[illegible]	$1[illegible]	$[illegible]

No. of Employs.	Classification		No. of Holidays	Increase Est. Amt.
1	M4	Accountant I	6	$ [illegible]1
1	M6	Accountant II	10	240
1	M20	General Clerk	6	101
3	M34	Telephone Operators	10	1[illegible]
1	M312	General Clerk-Typist	6	101
1	C132	Watchman	10	[illegible]8
45	I0	Kitchen Helpers	10	10,[illegible]0
1	I34	Waitress	10	[illegible]0
2	I50	Dining Room Steward	10	[illegible]
2	I110	Supervising Ambulatory Orderlies	10	[illegible]4
87	I116	Orderly	10	20,[illegible]0
29	I120	Senior Orderly	10	[illegible]
29	I134	Licensed Vocational Nurse	10	[illegible]
3	I152	Plasterer Helper	10	[illegible]
6	I154	Laundress	10	1,[illegible]
2	I160	Sorter	10	[illegible]
1	I164	Marker & Distributor	10	[illegible]
2	I166	Mainwoman	10	[illegible]
1	I167	Tumblerman	10	[illegible]
2	I168	Laundry Utility Man	10	[illegible]
1	I170	Washer	10	[illegible]
1	I172	Head Washer	10	[illegible]
1	I174	Superintendent of Laundry	10	[illegible]
32	I204	Porter	10	[illegible]
4	I206	Porter Shop Foreman	10	[illegible]
2	I208	Porter Foreman	10	[illegible]
1	I210	Head Porter	10	[illegible]
2	I302	Dietitian	6	[illegible]
1	I306	Chief Dietitian	10	[illegible]
3	0166.1	Jr. Operating Engineer	10	1,[illegible]
3	0168.1	Operating Engineer	10	1,[illegible]
82	P100	Registered Nurse	10	[illegible],[illegible]
18	P104	Head Nurse	10	3,[illegible]
1	P[illegible]	Operating Room Nurse	6	[illegible]
				11[illegible],[illegible]
		Estimated Requirements for [illegible] Holiday Pay [illegible]		[illegible]
				$[illegible],[illegible]

P.860.110.000 HOLIDAY PAY (Continued)

REHABILITATION

No. of Employees	Classification	Rate	No. of Holidays	1962-63 Est.Amt.
5	D482 Kitchen Helper	$10.94	12	$ 470.50
30	P30P Orderlies	20.91	12	7,527.60
1	D760 Laundress	10.94	12	239.28
1	D76P Laundry Utility Man	10.94	12	239.28
10	P31P Licensed Vocational Nurse	21.47	12	2,576.40
4	1804 Porter	20.45	12	980.64
14	P32P Registered Nurse	26.66	12	4,470.88
1	0186.1 Jr. Operating Engineer	29.45	12	353.16
1	D6P4 Dietitian	30.96	12	371.52
1	D9P0 Medical Social Service Worker	34.97	12	419.64
				$17,664.96
	Estimated requirements for Good Friday			664.04
	Holiday Pay, Rehabilitation Wards			$18,329.00
	Total Holiday Pay Requirements			$135,000.00

$2,865,110,000 PROPERTY TAX (Current)

Classification						
IR						
IR	02					
IR	111					
IR						
IR	11					
IR						
IR						
IR

A. E,666,113,001 [illegible] ALLE

Present Appropriation	This Request	Increase
$2,805	$4,875	$ 2,670

This increase is accounted for as follows:

(a) Discontinuance of overtime for the Senior Thermostat
(b) Transfer of the overtime for Saturday each week for the Chef (now reclassified to Admin.) whose compensation will be paid out of permanent salaries instead of wages.

No. of Empls.	Classification	Rate	Hours & Days	Amount
1	1208 Junior Foreman	5.53	4 x 52	747
1	1170 Head Washer	5.77	8 x 52	1369
1	9015 Administrative Chef	6.15	8 x 52	2559
				4675

Classification	Actual Expenditures 1960-61	Actual Expenditures 7/61-12/61	Probable Expenditures 1/62-6/62	Total 7/61-6/62	Estimated Requirements 1962-1963
1170	$ 87	$ 209	$ 200	$ 409	
1172	1,350	560	600	1,160	$ 1,369
1174	88	183	35	180	
1206	70				
1208	810	141	249	390	747
1306	1,432				
130	87				
9000			1,139	1,139	2,559
Total	$ 3,833	$ 1,151	$ 2,323	$ 3,474	$ 4,675

A. $2,555,190,000 TAX RATE AREA

With normal turnover of 4 per month or less, to fill a relief vacancy for one day one for one basis.

Vacation Relief

Classification	No. of Weeks	Total $
[illegible]	4	$ [illegible]
1002 General Clerk	3	810
[illegible]	[illegible]	[illegible]
1404 Telephone Operator	5	840
1510 General Clerk-Typist	3	121
1154 Waitress	2	410
1160 Dining Room Steward	2	401
1170 Plate Girl (Nurses)	17	1,504
1174 Laundress	4	604
1176 Cutter	1	121
1194 Worker Therapist	2	410
1196 Seamstress	2	810
1197 Tailoress	4	800
1198 Laundry Utility Man	3	810
1199 Washer	2	810
1200 Wool Washer	3	540
1204 Superintendent of Laundry	0	0
1206 Porter Supervisor	2	473
1209 Porter Foreman	3	801
1210 Head Porter	16	3,104
1240 Physician	2	410
1244 Physician Specialist	10	300
0186.1 Asst Supervising Engineer	16	1,600
0140.1 Operating Engineer	1	121
7120 Bldg. & Grounds Maint. Pers Worker 1		16,[illegible]
Other Relief		
Relief [illegible] off for the [illegible]		8,[illegible]
Telephone Operator		
Senior Telephone Operator		
Operating Engineer		
Watchman		
General Foreman		
General Plant Mgr.		8,[illegible]
City Temp (Nurses) [illegible]		[illegible]
Overtime & Holiday Premium Differentials		
Temporary Salaries		12,[illegible]

[illegible],000,000 - MISCELLANEOUS SALARIES (Continued)

REHABILITATION WARDS

No. of Employees	Classification		No. of Days	Est. Amt.
1	1424	General Clerk	15	$ 244.00
8	2708	Laundryman	30	823.80
1	2900	Physician	30	1,230.00
1	2920	Medical Social Service Worker	30	738.00
1	2924	Dietitian	15	492.00
1	70	Emergency Hospital Steward	15	350.00
1	06	Ambulance Driver	15	348.00
		Temporary Salaries Rehabilitation		$4,054.00
		Total Temporary Salaries		$23,554.00

[illegible],000,000 - PAY

Classification	Actual Expenditures 1960-61	Actual Expenditures 7/61-12/61	Probable Expenditures 1/62-6/62	Total 7/61-6/62	Estimated Requirements 1962-1963
0311	$ 60	$	$ 30	$ 30	$ 60
0424	816	259	600	859	600
10	461		125	125	100
104	419		172	172	200
180	711		510	510	500
1160		155	300	455	400
1184	163		105	105	50
1104	637		100	100	100
1170		141	450	591	600
0100.1	1,445	555	1,000	1,555	1,450
Total	$ 4,555	$ 850	$ 3,162	$ 4,000	$ 4,000

2.555.120.020

Classification	Actual Expenditures 1980-81	Actual Expenditures	Projected Expenditures	Total	Estimated Replacements
H4					
E022		247			240
E511	309	185			275
I400		104			244
I464	997	246			945
E512					240
C157	16	20			
I2	7,297				
I54					191
I60	102	23			477
I162		199			461
I164		945			
I160					274
I164		247			191
I166		479			45
I167	269	65			210
I168		179			440
I170	490				415
I172					240
I174					210
I206					411
I208					475
I210					261
L360	3,230				
L364	211				410
06					240
0166.1	3,179				965
0168.1					
P2					240
2624					830
2708					884
2920					750
7120					245
Total					

Other Replacements:

Replacements for days off when holiday falls on regular day off

Sick leave (short-term absences of 5 days)

Christmas Holiday (Seasonal replacements)

Grand Total

A. [illegible]

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
$5,000	-0-	$12,100	$17,100	$12,100

To provide for the services of Consulting and Specialist Physicians in the following categories:

Orthopedic, Urological, Radiology, Orthopedic Surgery, Neurosurgical, Opthalmology, Psychiatry, Neurology, Eye-Nose-Throat, Gynecology.

[illegible]

B. O.E. 666 [illegible]

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
Based on current experience -0-	$ 20	-0-	$ 20	$ 20

C. O.E. 666 ALLOWANCE FOR USE OF PRIVATE CARS

Current Budget	Rehab. Wards	Total
-0-	$700	$700

This is to cover car allowances for 3 employees (viz: 1 Public Health Nurse, 2 Medical Social Service Workers working in the field for the outside placement of rehabilitated patients, for the investigation of the patients home conditions and to prepare the family and patients for adjustments necessary for successful home care.

D. O.E. 666 [illegible]

Present Allowance	This Request	Rehab. Wards	Increase
-0-	$350	$500	$350

This is to cover expenses of the Superintendent of Laguna Honda Home or other supervisory or administrative member of the staff for attendance at the meetings, conventions, workshops and seminars of the various hospital associations and sections. These meetings are devoted to recent developments in the hospital field and are of value to the Institution in acquainting them with the latest methods, procedures, legislation, etc.

The following Hospital Associations meetings are to be held during the fiscal year 1962-63:

California Hospital Assn.	Oct. 24-26, 1962, Santa Barbara	$75
Western Hospital Assn.	Apr.28-May 2, 1963, Los Angeles	75
American Hospital Assn.	Sept.17-20, 1962, Chicago	200
Workshops and Seminars for Administrators, Physicians, Nurses, Dietitians, Laboratorians, Workers, State Rehabilitation [illegible], Meeting on Medical Care for the Aged		200

$2,555,000,000 [illegible] (continued)

A. O.E.216 MAINTENANCE AND [illegible]

Current Budget	Increase Present Operation	Retro. Wages	Total	Increase
$1,[illegible]	[illegible]	$ [illegible]	$1,[illegible]	$ [illegible]

This covers repairs to 7 trucks, 1 Power Lawn Mower, 1 Implement, 1 Passenger Car.

B. O.E.219 MAINTENANCE & REPAIR OF EQUIPMENT

Current Budget	Increase Present Operation	Retro. Wages	Total	Increase
$7,[illegible]	[illegible]	$ [illegible]	$7,[illegible]	$ [illegible]

The increase is for any repairs of other equipment not [illegible] in the budget.

C. $2,514,000,000 [illegible] (CA)

This is for [illegible] work [illegible] with Regulation of the State Department of Social Welfare for the Aged. Cost of [illegible] Medical Aid to the Aged [illegible] $1,[illegible]

D. $2,695,823,555 Public Employees' Retirement (PERS)

O.E. 231

Current Budget	Increase Present Operation	Retro. Wages	Total	Increase
$1,[illegible]	[illegible]	[illegible]	$1,[illegible]	$1,[illegible]

This request is based on a letter from the Public Utilities Commission

$2,511,000,000 [illegible] (CA)

E. O.E. 232

Current Budget	Increase Present Operation	Retro. Wages	Total	Increase
$ 2,[illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]

This increase is to cover the [illegible] board. The [illegible] board with 10 trucks.

The cost for a larger [illegible] busy signal [illegible] service under [illegible] locale are to [illegible]

[illegible]

P.511,030,000.01 T.I.F. FOR A TELEPHONE INSTALLATION (1978)

A. O.E.030

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
$75	$243	$20	$338	$263

The cost of the installation of the new board ($250) plus the cost of installing 7 additional locals ($25) is incorporated in the following item - Telephone and Telegraph Installation.

The increase in the cost of the present operation is as follows: $74.75 per month additional for the larger board or $897 per year, plus the monthly recurring charges for 12 additional locals during the year or $144.

The above increase plus the current allowance totalling $410 covers $250 for installing a larger switchboard plus the installation costs of seven additional locals during the year or $40.

B. O.E.030 SUBSCRIPTIONS

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
$100	-0-	$40	$200	$40

The increase is for Subscriptions to Rehabilitation Journals.

C. P.000,030,001 EMERGENCY HOSPITAL LAUNDRY

Present Allowance	This Request	Increase
$5,000	$6,000	$1,000

This is to cover the cost of labor and materials for doing Emergency Hospital Laundry. Labor and materials exceed the amount.

Note: Emergency Hospital Budget should be increased accordingly.

D. O.E.041 RENTAL OF OFFICE MACHINE AND EQUIPMENT

This is to cover one year rental of the following:

1 Ray Finch Electric I.B.M.
1 Sorter I.B.M.

Required for the keeping of cost accounts necessary for reimbursement to Laguna Honda Fund for the care of patients under the Medical Aid for the Aged Program. $1,000

P.311.0[illegible]

A. 0.8.050 [illegible]

	Present Allowance	Rate Request	Increase
	$1,[illegible]	[illegible]	$1,[illegible]

This increase is to extend the [illegible] company at a present annual cost of $1,[illegible]. [illegible] end the service given apartments [illegible] been unsatisfact ry because [illegible] are now found the most control [illegible] of infestation are initiated. [illegible] sprayed local ns. Because [illegible]

During the last 10 years at least six [illegible] efficiency of the contract [illegible] spray for prevention rather than [illegible] deliveries of [illegible], [illegible] moved for replacement, each infestation [illegible] There has also been a recent epidemic [illegible] pigeons and skunks also create [illegible]

These and other infestations and [illegible] that this increase will be [illegible]

In a recent report submitted by the District [illegible] Public Health and following re[illegible] infestation [illegible] It is recommended that this [illegible]

The present contract cost [illegible] proper service. It is estimated that [illegible] must be restituted annually [illegible]

The only alternative to an increase in the [illegible] which would be more objectionable than the [illegible]

[illegible] HEALTH - [illegible]

[illegible] (Continued)

A. [illegible]

Current Budget	Increase Present Operation	Rehab. Needs	Total	Increase
$1,650	$1,465	$15,000	[illegible]	[illegible]

The sum of $1,[illegible] per year is now provided for the purchase and repair of artificial limbs and other prosthetic devices for patients. The purpose of purchasing these prostheses is to complete the rehabilitation of patients who have undergone surgery, therapy or occupational therapy. The lack of such prostheses frequently prevents his completion and it is not then possible to transfer him to ambulatory ward, to his own home, etc. It is suggested that this fund be increased to the sum of $[illegible], which would allow $[illegible] per month. It should also be made clear that wherever possible the patient or the family or some [illegible] society or the patient's Union is solicited to cover at least a part of the cost of these prostheses that the patient required. The amount requested for the Rehabilitation needs is estimated on the basis of purchase of prostheses for the following patient categories: stroke cases - 50% still need prostheses; fractured hip - 75% still need prosthetic devices - 1 of still require limb prostheses; quadriplegics - 75% still need prostheses; arthritic cases - 75% still need prostheses. The average cost of these prostheses ranges from $[illegible] to $[illegible] per patient.

B. [illegible]

Current Budget	Increase Present Operation	Rehab. Needs	Total	Increase
$[illegible]	-0-	$[illegible]	$[illegible]	$[illegible]

To provide for necessary repairs to linoleum patching, etc. Broken linoleum represents a hazard to patients, employees, and visitors, and [illegible] still [illegible] the City. They must be repaired promptly. Broken linoleum also provides nesting places for roach and other infestation.

[illegible]

C. [illegible]

Current Budget	Increase Present Operation	Rehab. Needs	Total	Increase
$[illegible]	$75	-0-	$[illegible]	$75

This item is increased to cover the purchase of tires for 12 laundry trailer trucks plus automobile tire replacements.

D. [illegible]

Current Budget	Increase Present Operation	Rehab. Needs	Total	Increase
$3,[illegible]	$1,[illegible]	$[illegible]	$3,[illegible]	$1,[illegible]

To cover normal and the following repair parts:

Elevator #[illegible] - Reinforce Commutator
" #[illegible] - Repipe
" #[illegible] and [illegible] - Key, Door Reduction
Units - Door Parts
Controller & Selector coils, contacts, resistors, etc.
Refrigeration Units (12)
Ventilator Systems (130) units Controllers and Thermostats
Air Compressors (12)
Laundry Machinery (60 machines)
Boilers, Pumps, Reheaters, etc.

2,555,300.00 M[illegible]

A. O.P. 304 [illegible]

Current Budget	Previous [illegible]	Total	Increase
-0-	[illegible]	[illegible]	[illegible]

1 ber of ½" Neoprene [illegible]
  contains 2½ lbs. Material [illegible]
1 ber ½" [illegible]
Stainless Steel tubing to [illegible]
½1 ft for [illegible]
Angle Iron cast to repair [illegible]
Stainless steel plate, [illegible]
Flat, Hex, [illegible] steel
[illegible] Incre
Electric Welding [illegible]

B. O.P. 305 [illegible]

Current Budget	Increase Previous [illegible]	Re-[illegible] Needs	Total	Increase
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Based on current experience the item was [illegible]

Six new units for 214 additional [illegible]

Small Tools:

1 set reamers (1") Hex. [illegible]
1 set H.S. Drills ½" to 11" [illegible]
3 ea. Machinists hammers @ $[illegible]
1 ea. Pliers: slip [illegible]
2 ea. Grinding wheels
1 set Parking [illegible]
2 ea. Cold Chisels
3 ea. Steel wrenches for [illegible]
2 ea. [illegible] Clamps @ $[illegible]
1 set ½ drive socket set [illegible]
  Mirab point, [illegible]
  Carboloy Cement [illegible]

2,000,300,000 MAINTENANCE AND SUPPLIES (Continued)

A. 0,E,300 Boiler, Fire, Steam Supplies

Current Budget	Present Operation	Increase for Rehab. Wards	Total	Increase
$2,000	$1,650	$ 100	$3,800	$1,800

Increased laundry supply and greater age of engine room boilers and equipment necessitates greater maintenance and use of supplies.

Miller water treating chemicals:		
3 ea. #203, 650 lb. drum	163.00 per drum and tax	$ 511.06
3 ea. #303, 400 lb. drum	.32 per lb. and tax	399.36
3 ea. #404, 470 lb. drum	.35 per lb. and tax	491.40
		$ 1,401.82
Estimated cost of Reagents, Acids, Comparatorfilter equipment and glassware, 5.00 ea.		60.00
Total cost of Miller Water Treatment		$ 1,461.82
Evaporative Condenser Treatment:		
1 ea. #431, 100 lb. drum	.46 per lb. and tax	46.00
40 ea. Filters, for Hydro Therapy pool	1.15 ea and tax	57.41
1 drum Alum for laundry water filters		20.00
10 Ton Rock salt, for regenerating water softeners		400.00
Total Cost Supplies Water Treatment		$1,986.00
Packing:		
10 ea. 10 x 10 x 1 x 4 Dir. Fenwall Gaskets 2.60 ea.		32.45
30 ea. Manhole Gaskets, Filter, Softener, Stor. Tanks Approx.		60.00
40 yds. Sheet packing @ $2.50 yd.		100.00
60 lbs. Steam H.P. Packing @ $3. lb		180.00
4 ea. High Pressure Boiler Gauge Glasses & washers		12.00
95 gals. Fuel Oil Treatment @ 3.05 per gals		146.85
15 gals. "Cardinorber" Solution for Hays 55 2 Recorder		105.00
30 boxes Recorder Charts, 100 box @ $6.00 box		182.00
30 ea. Industrial Electronic Cells for Hayes Recorder @ $4.00 ea.		120.00
8 ea. Pen points for Recorders @ $2.50 ea.		24.00
		$2,975.75
4 drums, "Penex" Nitrate, Cement @ 8.00 per drum		32.00
8 ea. 1000 Lbs, Fenwall Nitrate Water $2.00 per unit		16.00
100 ea. Chemical, Misc. Items for Boilers and Incinerator		62.00
500 ea. Misc. Alcalite, Hydraulic Fittings		30.00
24 ea. Thermometers, Johnson Service Thermostats		36.00
100 ea. #34-40 Gaskets @ .27 ea.		27.00
1 dozen #6-32 Temperature Johnson Service Screws		4.32
12 ea. Johnson Service Commercial Covers @ $3.33 ea.		36.00
4 ea. " " Bakelite Tanks @ $2.00 ea.		8.00
3 ea. Pressure gauges 0-150 PSI in 2 1/2" assemblies 11.00		34.00
6 ea. Vacuum gages 0-30" in 1" nut Pipeton		13.72
1 ea. Taylor test Check water #3440 - Min - Max		12.85
12 ea. Johnson Service Bimetal Therm eters (for testing) @ 1.33 ea.		16.00

(Continued Page)

[illegible]

O.E. 306 [illegible]

Aleutite Grease Cup, [illegible]
3 oz. Aleutite Grease [illegible]
3 oz. [illegible]
6 gals. Yeray #70 [illegible]
50 ft. Wire Reinforced [illegible]
20 lbs. Yeray Gun type [illegible]
and other [illegible]

A. O.E.310 [illegible]

	Current Budget	Present Request	Increase Decrease	Total	Increase
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

For Shelves, T.V. Tables, Lamp [illegible]
wood parts for wood chairs, file [illegible]
boards, frames, Iron Pipe stands, [illegible]

Wax oils 1/2 - 1 - 1 1/2 gal.
Fiberboard 1/2 for [illegible]
Plywood, all sizes [illegible]
100 sheets, and other sizes [illegible]
1000 ft Douglas Fir [illegible]
600 ft Redwood 1" [illegible]
1000 ft Square Pine 1" [illegible]
100 ft Ash 3/4" [illegible]
100 ft Maple 3/4" [illegible]
Wax oils in sheets [illegible]
Fiberboard
Pegboard
Formica

B. O.E. 310 [illegible]

	Current Budget	Present Request	Increase Decrease	Total	Increase
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Based on current [illegible]
Six new vents for [illegible]

8,555,333, [illegible] AND SUPPLIES (Continued)

O.E.516 [illegible] & VEH., MAINTENANCE (Continued)

Asst. Nuts, Steel Hex
Asst. Nuts, Steel S.A.E.
Asst. Nuts, Brass U.S.S.
Asst. Nuts, Brass, S.A.E.
Asst. Steel Machine Bolts, Various lengths, Sq. hd.
Asst. Steel Studs, U.S.S. Various Dia. & lengths
Asst. Cap Screws, Hex Hd, Asst. Standard & S.A.E.
Assortment, eye bolts, steel, plain & shoulder type
Assorted Machine screws, brass
- Stove bolts & nuts
- Washers, all sizes
- Nails
- Toggle bolts
- Wood screws
- Sandpaper
- Wheels & Casters

Glue, Contact, Linoleum, Etc.
Knobs, drawer pulls, cabinet hinges
Locks and padlocks
Parrell bolts
Wrought Steel Corner Irons)
- " " " Braces) Wheeled Equipment Repair
- " " 2" Plates)

Brass Wire, Various diameters
Steel Wire, " "
Aluminum wire " "
Rivets Misc. (2)
Door Stops
Phillips Screw Anchors
Wheel Chair parts, misc.
Wheels
Curtain Rod Brackets

A. O.E. 516 PLUMBING & STEAM FITTING SUPPLIES

	Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
	$ 850	$ 650	$720	$1,570	$720

Based on current experience this allocation was understated in 1961-62. Six new wards (or 14 additional patients have been opened since 1959.

$2,855,000,000 BUDGET (Continued)

A. O.E.317 ELECTRICITY

Current Budget	Increase Proposed	Total	Increase
$	$	$	$

Based on current experience this object [illegible] for the fiscal year is [illegible]
Six new vans for the utility [illegible]

B. O.E.318 PAINT AND PAINTING SUPPLIES

Current Budget	Increase Proposed	Total	Increase
$		$	$

The increase requested is for [illegible] any trouble or breakdowns in the [illegible]

C. O.E.321 GAS, OIL AND [illegible]

Current Budget	Increase Proposed	Total	Increase
$		$	$

Based upon current experience [illegible] present operation [illegible] case sufficient personnel [illegible]

D. O.E.331 HOUSEHOLD AND [illegible]

Current Budget	Increase Proposed	Total	Increase
$	$	$	$

Based on current experience [illegible]
Six new vans for the utility [illegible]

E. O.E.335 CLEANING & LAUNDRY [illegible]

Current Budget	Increase Proposed	Total	Increase
$24,000	$	$	$

Based on current [illegible]
was [illegible]

$2,311,340,666 DEPARTMENT APPROVAL

A. O.E. 341

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
$81,000	$13,600	$11,000	$92,600	$24,600

This item has been underbudgeted below actual needs for a number of years. For example, in estimating the needs for the 6 months beginning 1/1/68-6/30/68 practically all items were substantially reduced to stay within the annual appropriation. This means that linens will be short of actual need throughout that period. Sheets, pads, drawsheets, spreads, nightgowns, pajamas must be provided in adequate quantities to maintain the patients condition and treatment on a proper level.

	Rehab. Wards
Initial Supply	$ 9,850
Replacements during the year	1,140
	$11,000

$2,000,000,000 MATERIALS AND SUPPLIES

B. O.E. 371 STATIONERY AND OFFICE SUPPLIES

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
$ 4,700	-0-	$1,332	$6,032	$1,332

This increase is to cover stationery and office supplies used in the Rehabilitation Program. It is our understanding that the paper work for this program will be substantial.

C. O.E. 391 RECREATIONAL SUPPLIES

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
-0-	-0-	$1,500	$1,500	$1,500

This appropriation will be used to purchase various recreational items to be used by the patients under the rehabilitation program. These devices, used by the patients, under the direction of the Occupational Therapist, have great therapeutic value, both mentally and physically. The patients, while getting the necessary exercises, will also be enjoying himself and therefore will apply himself more diligently, thus speeding up his recovery to normal life.

$2,311,351,555 [illegible]

A. O.E.351 CASH TO [illegible]

Current Budget	Increase Present Level	Total	[illegible]	Increase
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

The increase is for the [illegible] of 2 new cards.

$2,555,350,0[illegible] [illegible]

B. O.E.352 SEWER

Current Budget	Increase Present Level	Total	[illegible]	Increase
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Based upon prevailing [illegible] and [illegible] on this item was under [illegible].

C. O.E.353 DAIRY [illegible]

Current Budget	Increase Present Level	Total	[illegible]	Increase
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Based upon prevailing [illegible] and [illegible] on this item was under [illegible].

D. O.E.354 VARIATION [illegible]

Current Budget	Increase Present Level	Total	[illegible]	Increase
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Based upon prevailing [illegible] and [illegible] on this item was under [illegible].

E. O.E.355 PARKING [illegible]

Current Budget	Increase Present Level	Total	[illegible]	Increase
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

The increase is for the [illegible] of 2 new cards.

Form 4180

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission LAGUNA HONDA HOME — Index Number 555 — Sheet Number 35

2.555.355.555 FOODSTUFFS

A. O.E. 355 MEAT

Current Budget	Decrease Present Operation	Rehab. Wards	Total	Increase
$164,985	$ (4,985)	$9,498	$169,498	$ 4,513

Decrease based on current experience Fiscal Year 1961-62.

2.555.350.000 FOODSTUFFS

B. O.E. 359 OTHER FOODSTUFFS

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
$ 24,000	$ 1,200	$1,380	$ 26,580	$ 2,580

Based upon prevailing quantities and prices this item was underbudgeted in 1961-62.

C. 2.555.361.000 DRUGS, CHEMICALS & GASES

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
$ 97,000	-0-	$9,500	$106,500	$ 9,500

This increase is for the opening of 2 new wards.

D. 2,555.362.000 HOSPITAL AND LABORATORY SUPPLIES

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
$ 26,500	$ 9,000	$10,600	$ 46,100	$19,600

This appropriation will require a further transfer to complete the fiscal year, $4,000 has already been tranferred and an additional $7,000 will be required. Based on experience last Fiscal Year and this year to date the appropriation for this was underbudgeted.

E. 2.555.372.000 PHOTOGRAPHIC SUPPLIES

Current Budget	Increase Present Operation	Rehab. Wards	Total	Increase
$ 5,500	-0-	$ 372	$5,872	$ 372

The increase is for the opening of two new wards.

2.311.400.555 EQUIPMENT

REPLACEMENT

A.	O.E.402	1	Double Pedestal Steel Desk (R) This is for use of the Speech Therapist and will replace a small homemade wooden table. The table is too small and there is no suitable place for therapy materials, work books, pictures, etc., use for aphasic patients.	$ 221
B.	O.E. 402	11	Desk Chairs (R) These are for use in the nurses stations in the remodeled wards that have built in desks. These will complete L & O Bldg. and C & A Bldgs. No visible inventory numbers or scrap value on old chairs.	924
C.	O.E. 404	60	Dormitory Beds w/foam rubber mattresses (R) Continuing replacement program of old beds	3,780
D.	O.E. 404	150	Hospital Beds w/foam rubber mattresses (R) Continuing program of replacing old mattresses	15,750
E.	O.E. 404	3	Tilt Tables (R) Occupational Therapy These three tilt tables are used for patients who cannot stand upright, will replace 3 old home made tables. The old tables are falling apart and are unsafe for handicapped patients.	719
F.	O.E. 404	40	Barrel Chairs (R) (Nursing) These are to furnish two of the men's locked wards which use a conventional type of chair not suitable for these men who must be restrained in the chair to avoid falling.	490
G.	O.E. 406	190	Bedside Tables (R) (Nursing) These are replacements of bedside tables at least 30 years old. These will complete the replacement of these old tables which have been repaired and painted numerous times. Inv. #'s are obscured because of numerous layers of paint	6,700
H.	O.E. 406	12	Peacock Looms (R) (Occupational Therapy) These table looms are to replace some on loan from the Red Cross. The looms loaned are not operable and ratchets and heddles are broken, frames falling apart.	237
I.	O.E. 406	1	Locker Type Work Bench (R) O.T. Dept. This will replace two small wood benches loaned by the School Dept. The present tables are unsatisfactory as they are too light in weight and are unstable. Furthermore you cannot get a wheel chair close enough to the working area.	259

2.311.400.555 EQUIPMENT (Continued)

REPLACEMENT (Continued)

A.	O.E.412	1	Standard Typewriter (R)	$ 190
			To replace a 20" carriage Remington Z-318029 over 20 years old, This will be used by the Medical Secretary to the Asst. Supt. Medical.	
B.	O.E.412	1	Typewriter (R)	190
			This is to replace a typewriter in the nursing office over 15 year old. Underwood N 526-7094-11	
C.	O.E.412	1	Stenorette TW with Transcribing Kit (R)	220
			This is a replacement for the one in use at the present time by the Medical Department which is 6 years old and cannot further be repaired. Sound is very faint and makes transcription difficult and sometimes impossible. Inv. #224825.	
D.	O.E.412	1	Stenorette TD with Dictating Kit (Medical Dept.) (R)	220
			This is to replace a dictating machine which cannot be further repaired and is 6 yearsold.	
E.	O.E.422	1	Machine Shop Metal Etcher (R)	110
			This will replace obsolete and broken metal etcher used for etching "L H H" on stainless steel portalbe equipment. This is for security purposes and highly neceassary.	
F.	O.E.422	1	21" Gear Drive Upright Power Drill (R) Inv. #51-13301 (Engineering)	1,300
			This will replace a 55 year old drill press that was salvaged from the scrap pile when the old machine shop was torn down in 1955. It has no safety devices and is a dangerous industrial hazard. It would cost over $600. to put safety guards on the old drill press and even in thie case it is too small for present purposes. Accordingly it is now necessary to send some of this work out to a private machine shop.	
G.	O.E.432	125	Wet-Floor Caution Signs (R) (Hskpg.)	535
			These are for safeguarding patients, visitors and personnel when floors are being washed and mopped. They will replace the wooden stanchions previously manufactured at LHH which are difficult to see.	
H.	O.E.432	36	Swing Top Waste Receptacles (R)	720
			These are replacements for waste receptacles which are broken, bent and rusted from use.	

2.311.400.555 EQUIPMENT (Continued)

REPLACEMENT (Continued)

A.	O.E.434	4 Hot Food Conveyors (R) Inv. #51-12020, 51-15936, 51-11074, 51-9852	$ 4,042

These are to replace old equipment on Wards C 5, K 6, E & F 4, C 4. These conveyors have been in daily use for 15 years, the meat pan covers are loose and fall off, the frames are dented and buckled, the heating elements are beginning to wear out and in general the equipment is ready for disposal.

B.	O.E.434	2 Tray Wagons (R) Inv. 51-11370, 51-11080	999

These are to replace old iron tray wagons which are rusty and the ball bearing casters are loose and the whole vehicle is unsanitary. They are of hand made manufacture and are ready for disposal.

C.	O.E.434	1 Electric heated enclosed tray wagon (R)	1,238

This is required for transporting special diet trays from the Central Diet Laboratory to the various wards. The purpose of the enclosed cabinet is to keep the temperature of the food at high temperature. This will replace a galvanized open tray wagon now in use, worn out and ready for disposal.

D.	O.E.434	3 Stainless Steel Tables 5' 6" (R) No Inv. #	1,092

These are to replace old wooden tables probably 25 years old in use in the serving kitchen of Wards E 3, E 4, and E 5. The old tables are unstable and unsanitary. One of the tables to be replaced was home made and very crude.

E.	O.E.434	3 Electric Dishwashers (R) Inv. #51-12015, 51-11374, 51-11088	6,552

These are replacements for old dishwashers in wards M 5, M 6 and M 7. The old machines have been in daily use for over 15 years. They are in bad shape and it is difficult to get water at proper temperature for sterilization. Furthermore they are manual washers and rinse controlled and this is unsatisfactory because the proper functions of the equipment depends on human factors. In several cases the machines have been taped together. On these wards a high count of E-Coli has recently been found.

F.	O.E.434	4 Electric Toasters with Stands (R)	521

The increased number of special diets in which toasted bread is required has increased substantially. These will replace one gas fired toaster which is not vented in accordance with Code requirements. The cost of installing a vent pipe will considerably exceed the cost of the new electric toasters.

G.	O.E.434	1 Food Chopper Vegetable Room (R) Inv. #51-2567	2,950

This is a replacement for a small Buffalo Food Chopper at least 15 years old, upon which extensive and costly repairs have been made for the last couple of years. The old chopper has a 6# capacity and due to changes in the menu a larger capacity of #30 is required. This is needed for chopping vegetables in the preperation of soup, sauces, purees, etc.

2.311.400.555 EQUIPMENT (Continued)

REPLACEMENT (Continued)

A. O.E.434 — 2 Steem Kettles, Stainless Steel (R) — 1,950

These are to replace two kettles over 20 years old, aluminum. Inside of the kettles are pitted and worn; the jackets have become weakened and under pressure represent an industriel hezard on account of possible rupture and spilling of steeming hot liquids. Exterior surfaces are grooved and pitted and are unsanitary. They have been welded many times.

B. O.E.434 — 1 Meat Cutting Tables - Butcher Shop (R) Inv. #51-2646, #51,2644 — 300

These are to replace two old tables that have been worn thin from many yeare of use. The present tables are probably 20 years old. They have been resurfaced many times and are about one helf the thickness that they should be. They are pitted and unsanitary. The Health Departme nt meet inspectors have recommended that the old one be replaced.

C. O.E.434 — 1 Meat Block - Butcher Shop (R) Inv. #51-2643 — 200

This is to replace a very old block that has been planed and resurfaced many times but which is now worn down, pitted end unsanitary. The legs supporting the meat block have been raised higher because the block itself has been reduced in thicknese.

D. O.E.434 — 1 Gravity Feed Meet Slicer (R) Inv. #51-2657 — 800

This is to replace e 26 yeer old small hand crank meat slicing machine. The gears are broken and tied together with string. The old slicer is obsolete and not worth repairing. This equipment is used for slicing ham end cold meats.

E. O.E.434 — 24 Meat end Vegetable Tote Pans (R) — 480

These pans are used for moving meats, vegetables from the main kitchen and in the Butcher Shop. They will replace old pans which were bought 15 yeare ago and were War Surplus. The old tubs are too old and too heevy and are bent and dented with brokenhandles, etc.

F. O.E.434 — 18 Steemer Baskets(R) — 630

These are to replace Steam Baskets used under steam prossure for the cooking of vegetables end mashed potatoes. The present baskets are in exceedingly poor condition. The joints are broken, the seams are torn, there are sherp corners and they constitute industrial and sanitary hazards. These baskets are useddaily seven days a week.

G. O.E.434 — 2 Stainless Steel Platform Meat Trucks (R) Inv. #51-2656,No # on other — 750

These are replacements for 2 platform trucks used for the transportetion of meet. The base of the truck is wood which is badly chipped and splintered, and in very poor condition. The metal handles are bent, the wheels are rusted end difficult to move. These two trucks ere junk and it is useless to try to repair them because there is nothing left of them worthwhile repairing.

2.311.400.555 EQUIPMENT (Continued)

REPLACEMENT (Continued)

A.	O.E.436		1	120" Trumatic Folder (R)	$12,800
				This will replace a Troy Linen Folder which has been very costly to maintain. A total of $1753 has been spent on it in the last three years. It has been out of operation for a total of 101 working days. It has broken down 28 times in three years. According when it is out of service laundry personnel working on the ironer are frequently idle when the folder jams up and flat work becomes tangled and must be removed by hand. The ribbons on the present folder do not permit of enough take up. Accordingly they break and the entire ironer is put out of order. Serial # 28 25085.	
B.	O.E.442		1	Refrigerator (R) (Nursing)	300
				This is for use in surgery for the storage of vaccines. The old refrigerator is inoperative and has been moved to the storeroom for disposition. Presently vaccines are kept in a ward refrigerator some distance away.	
C.	O.E.442		2	Refrigerators (R) Inv. #51-9850, No. Inv. # on other) Wards K 5 and L 6 Diet	1,498
				This will replace two household refrigerators at least 20 years old, in a state of disrepair. Replacement parts are not obtainable. Freezer doors will not close. These two will complete replacement of the older refrigerators.	
D.	O.E.482		1	Pr. 10 x Wide Field Eyepieces #1146 (R)	35
				Replacement for one in use that are 23 years old and are not giving adequate service in scanning fields.	
E.	O.E.402	(NEW)	1	Gooseneck Lamp (N)	15
				For Patient's Cash Office	
F.	O.E.402		1	Drop Leaf Desk (N)	175
				This Desk is for the Clerk Stenographer, requested herein as a new position for administration for the MAA Program.	
G.	O.E.402		1	P 9419 Dazor Floating Arm Fluorescent Lamp (N) Also P 297 P 9425 Fluorescent Tube 15 Watts Two	37
				Lighting in pathology room is inadequate for fine tissue work especially under winter circumstances. This lamp would be employed over one bench where tissue sectioning is done.	
H.	O.E.404		10	Wheel Chairs (One arm drive) (N)	2,600
				These are for use in Nursing Dept. for patients severely handicapped after having had a stroke.	
I.	O.E.404		15	Wheel Chairs (N)	2,070
				This conventional type wheel chair is required to allow more patients to leave their wards during the day.	

2.311.400.555 EQUIPMENT (Continued)

NEW (Continued)

A.	O.E.404	30	Wheel Chair Trays (N)	$ 360
			These are to be attached to wheel chairs for those patients eating their meals in a wheel chair or when writing letters, reading, etc.	
B.	O.E.404	1	Folding Wheel Chair (N) X-ray Department	90
			This will enable the orderly to pick up another patient while the previous patient is waiting in the wheel chair, assuring the best possible use of the technician's time now lost in waiting for the second patient.	
C.	O.E.404	24	Foot Boards (N)	960
			These are used when the patient is kept in bed for long intervals and will prevent "foot drop".	
D.	O.E.404	50	sets of Pratt Side Rails (N) Nursing	2,950
			These are to prevent patients falling out of bed. There are presently not enough to go around	
E.	O.E.404	24	Overbed Frames (N) (Nursing)	576
			These are to allow more patients to assist themselves in and out of bed, up and down, to encourage patients self care.	
F.	O.E.406	12	Portable Screens (N) (Nursing)	696
			These are required for screening patients to avoid exposure when they are being giving special treatments or when they are critically ill. Presently there are 28 screens and they must be moved from ward to ward and building to building.	
G.	O.E.406	12	Hair Driers (N) (Nursing)	1,440
			These are for giving Permanent Waves on the wards.	
H.	O.E.412	1	Typewriter (N) Standard (MAA)	195
I.	O.E.412	1	Typewriter Standard (N) (Physical Therapy)	196
			This is for the preparation of patients records and reports which must be prepared in duplicate, triplicate. At present a 25 year old Underwood loaned by one of the terapists is ued for this purpose.	
J.	O.E.412	1	Typewriter with special type (N) (Speech Therapy)	190
			This is for use in teaching aphasic patients to read. The most effective reading material for these patients concerns phases of their own lives which must be specially prepared by the therapist. Large Type is desirable for those who have some physical difficulty and cannot read ordinary print.	

2.311.400.555 EQUIPMENT (Continued)

(NEW) Continued

A.	O.E.414	26	Bedside cabinets, 3 drawer type (N) Nursing	$ 1,634
			These are for use in the two bed rooms of the womens ambulatory sections. This will complete the furnishing of these rooms.	
B.	O.E.420	1	Halide Leak Detector Outfit w/tank and regulator (N)	46
			This is required by the engineer for detecting Freon leaks in the refrigerator system. Availability of this equipment will obviate extensive repairs later and dangerous fire and explosion hazards.	
C.	O.E.420	1	Portable Air Grease Gun (N)	180
			This is for use for the engineer in lubricating laundry equipment. This size grease gun is needed to get in close areas where pneumatic lubricating equipment cannot be used.	
D.	O.E.422		Miscellaneous Mechanical Equipment (N)	500
			This is to provide the purchase of such mechanical equipment which may be offered for sale at a fraction of the cost by the State Educational Agency for Surplus Property.	
E.	O.E.426	1	Bicycle Jig Saw (N) (O.T. Dept)	200
			This is for use by patients when exercising both hands and feet. This saw is a media for building muscle power, coordination and increased range of motion. The patient is encouraged and stimulated when the exercise involves making a product.	
F.	O.E.426	1	Delta Dust Collector (N)	100
			This will be attached to the electric saws, various woodwork machinery in the Carpenter shop for the purpose of vacuuming the sawdust into a tank, instead of allowing these materials to float in the air. They will be removed from cirulation for the protection of the workers. It is necessary as an industrial safety device.	
G.	O.E.426	1	Portable Drill 3/8" (N)	56
			This 3/8" heavy duty woodworking drill is needed for emergency repairs and installations throughout the institution. This equipment is lacking now and the carpenters have been using their own tools.	
H.	O.E.426	1	Porter- Cable Bayonet Saw (N)	115
			This equipment now lacking in the carpenter shop is for use in various parts of the hospital for repairs and is an accepted piece of carpenter shop equipment in areas where space does not permit the use of hand tools. This equipment permits completion of the job.	

2.311.400.555 EQUIPMENT (Continued)

(NEW) (Continued)

A.	O.E.432	30 Sand Urns		$ 450
		These are for additional areas not now equipped with sand urns. These are necessary so that people will not throw burning cigarettes and refuse on the floors.		
B.	O.E.432	1 Vacuum Cleaner (Household type) (N)		125
		This is for vacuuming the carpet in the Chapel.		
C.	O.E.434	2 Stainless Steel Tables 6' (N)		832
		These are for Wards G 4 and G 5. The serving kitchens of each are without tables. These are necessary for setting up trays pouring tea and milk, etc.		
D.	O.E.434	1 Electric Can Opener (N)		90
		This is for opening #10 cans of fruit and vegetables used in connection with special diets. Approximately 40 of these cans opened each day and the present manual methods are too time consuming.		
E.	O.E.434	1 Food Blender (N)		50
		This equipment is needed for pulverizing and blending cooked meats, fruits or vegetables required in soft diets for patients who find it difficult to masticate and digest their food.		
F.	O.E.434	1 French Fryer w/Baskets (N)		675
		This will provide additional capacity for French frys, meat, potatoes, etc. Present fryer has a 20 serving capacity and the process must be repeated over and over again until the total number of servings are cooked. With another fryer the same cook can operate both fryers at the same time and reduce the man hours necessary for the complete process.		
G.	O.E.436	1 Set of Laundry Presses (N)		3,122
		This is for ironing women's dresses now being processed at the rate of 800 per month; laundering coats, kitchen helper coats, residents shirts, jackets and pants; male orderlies duck pants and female orderlies uniforms. It will supplement two sets of presses now in operation. The present equipment is unable to accommodate the substantial increase in ironing. Laundering these men and women's garments assures their being always clean and neat and this is good sanitary practice. Laundering employee's uniforms improves the appearance of personnel and makes them neat and clean when engaged in the preparation, care and handling of foods.		

2.311.400.555 EQUIPMENT (Continued)

(NEW) (Continued)

A.	O.E.442	1	Ice Cube Maker (N)	$ 410
			This is needed for ice bags as prescribed by the ward physician. There is no ice making equipment except in some of the household refrigerators.	
B.	O.E.442	1	Refrigeretor (N) (Diet)	749
			This is for Ward L 7. There is no refrigerator on this ward at present. Former refrigerator in use on this ward was disposed of as junk.	
C.	O.E.454	3	Laundry Trailers with spare wheels and tires (N)	1,000
			These are to supplement the 12 trailers now in use and to allow replacements when one or more is out of order. These trailers are used for hauling soiled and clean linens between the hospital and laundry. The additional amount of rough dry flat work and ironed articles requires an increase in the number of trailer loads.	
D.	O.E.454	24	Garbage can Dollies (Hskpg) (N)	450
			These are for moving garbage cans from the collection area to the several garbage depots. They will be used in lieu of wheel chairs or other portable equipment now employed for this purpose. This number will make available one for each ward.	
E.	O.E.454	10	Utility Cars (N) (Nursing)	1,250
			These are used for transporting linens and supplies to the various wards. This will complete the complement of carts necessary for all wards presently in operation.	
F.	O.E.472	14	Fire Extinguishers (N)	750
			These are to be water pressure type extinguishers needed in the kitchen and other areas of Clarendon Hall.	
G.	O.E.482	2	Laboretory Carts with Aluminum Baskets, Wire Welded Steel Fram (N)	92
			To carry blood samples from ward to ward, to eliminate carrying of equipment in baskets, setting them on beds, night stands, etc.	
H.	O.E.482	1	Bennett pressure breething unit Model TV-2P (N)	340
			Our present two units are inadequate for the increase in populatio of chronic and acute respiratory problems. One unit is in continual use on Ward C-5, and the other serves all other hospital wards. There is thus none available for acute emergencies in the Medical Clinic; in addition, chronic cases can be frequently maintained in the ambulatory sections with a Bennett valve there, rather than admitting to an acute hospital bed.	

2.311.400.555 EQUIPMENT (Continued)

(NEW) (Continued)

A.	O.E.482	6	Treatment Lamps (N)	$ 90
			These are for use in the treatment of patients' skin to prevent decubiti. A 20 minute treatment is given every 4 hrs. as indicated. There should be one of these on each ward.	
B.	O.E.482	12	Electric Thermometer Shakers (N) with holders	540
			These are for the purpose of saving time and avoid breakage of thermometers. There are eight now in use.	
C.	O.E.482	1	Welsh Allen Diagnostic Set (N)	80
			This is for use of the doctor in surgery.	
D.	O.E.482	1	Auditory Trainer (N)	307
			This is a desk type amplifier useful in teaching speech to patients with a hearing loss. It will provide communication between the therapist and the patients who have not yet been fitted with hearing aids and will be of value in determining whether the patient will benefit from a hearing aid.	
E.	O.E.482	1	Jobst Intermittent Compression Unit w/Bandages (N)	675
			This unit is useful in the treatment of edema of arms, feet and legs. It reduces the fluid by a process of air massage. It can also be used to reduce pain from edema and as a splint in some instances.	
F.	O.E.482	1	Weight Caddy (N)	55
			This is a conveyance for moving weights used by the patients from the storage area to the floor of the P.T. Also will serve to prevent back injuries of both the therapists and the patients, incurred when lifting them.	
G.	O.E.482	1	X-Ray Illuminator (N)	25
			This is for use of the doctors in the physical medicine conference to determine the condition of joints, bones, etc.	
H.	O.E.482	1	Mat Platform (N)	135
			This will facilitate matting exercises for both the therapists and patients. The therapist will be able to transfer the patient more easily from a wheel chair to the mat and the therapist can work more effectively from a kneeling or bending position.	
I.	O.E.482	3	Pull and Adjust Braces (N)	365
			These are to provide temporary traction for patients when fractures necessitating nailing or plating. It also provides a means for testing to see if the patient can accommodate a permanent brace.	

2.311.400.555 EQUIPMENT (Continued)

(NEW) (Continued)

A.	O.E.482	4	Below Knee and T-Strap Braces (N)	$ 208
			These are to be used as a working aid for patients who have "foot drop" and "toe dragging" gait. Also will assist in determining need for a permanent brace.	
B.	O.E.482	1	Folding Walker (N)	95
			This is supportive equipment for patients gait training and is especially useful when patient is walking in narrow areas.	
C.	O.E.482	24	Lofstrand Crutches (N)	432
			These are used as an assistive ambulatory device assist in gait training. They are especially useful for training stroke patients of whom there are several hundred at Laguna Honda Home.	
D.	O.E.482	1	Walk-O-Pedic (N)	135
			This is a patient walker with brakes. It provides safe support and the brake is applied from increased pressure both vertically, forward, sideways or backwards. The patient using this equipment need not be held up by an aide or therapist but may proceed on his own, freeing the therapist for other treatments.	
E.	O.E.484	16	Cassettes (X-ray) (N)	1,032
			These are 4, 8 x 10's, 4, 10 x 12's, 4, 11 x 14's, 4, 14 x 17's with intensifying screens, high speed, bakelight front, rigid form. They are necessary to accommodate the increase in the amount of X-ray work approximating a work load 50% greater than last year. This is for improved diagnosis and earlier treatment. A routine chest examination is now made on all new patients.	
F.	O.E.491		Books (N)	500
			Medical and Technical reference books as they become available or the need developes for replacement.	
O.			The equipment request herein for the Rehabilitation Wards includes all the necessary kitchen, Diet, Occupational and Physical Therapy, Housekeeping, Nursing, Medical and Office equipment, needed for the patient's care and staff requirements, in order to participate in the State Rehabilitation Program.	$108,927

Equipment Replacement	$ 69,702
Equipment New	30,338
Equipment New - Rehabilitation Wards	108,927
Total Equipment Request	$ 208,967

A. 1 1630 ACCOUNT CLERK

This position is to establish at the hospital an Appropriation Ledger for a better handling of the budget accounts, including a breakdown by Object of Expenditure and, more importantly, a further breakdown by using divisions. This will give the hospital a means of up to date budget control which is now lacking.

B. 1 1630 ACCOUNT CLERK

This position will allow the establishment of a Materials Control Section at the hospital. This sorely needed function has never been adequately covered at the institution so that inventory and usage figures for materials and supplies have never been tabulated except on an emergency basis. The purpose of a running perpetual inventory is a necessity if such controls are to function properly.

C. 1 ADMINISTRATIVE ASSISTANT, HOSPITAL

This position is to be established to supervise the Administrative Offices of the institution. Its functions will be primarily accounting, although in supervising its various divisions (Accounting, Personnel, Information, Purchasing and Stores, Administrative Offices, etc.) it will of necessity participate in creation of policy. It also will be directly involved in establishing functions not presently in existence, Material Controls, Appropriation Ledgers, statistical reports, etc. The position will be established directly under the Assistant Superintendent level, and will provide supervision over approximately 30 people.

D. 1 1404 CLERK

The remainder of 4 such positions originally requested, this position is for placement in the X-rey File Section. The quantity of x-rays taken and treatments have risen from 35,000 per year to 60,000 per year including a vastly increased complexity of many of the studies. Despite the actual levelling off of the in-patient hospital load, the majority of the increase in this division has been through the out-patient functions where medical-legal protection of the City and County requires almost routine examination by x-rey of any suspected injury. This doubling of the x-ray work load is borne out in the number of films taken, which in turn has inundated the filing section in such numbers that it is months behind in the actual location and filing of x-ray studies.

E. 4 1404 CLERKS

These 4 new positions are requested by the Nursing Division for placement as Ward Clerks. They will take over many of the clerical duties now being performed by nurses and will thus release nursing time for better care of our patients. These functions are more important than ever now that an organized clerical admitting system is being established to comply with the hospital accreditation requirements.

F. 1 B-309 KEY PUNCH OPERATOR

A combination of payroll work with statistical reports of medical records will require this employment.

G. 1 B-309 KEY PUNCH OPERATOR

A combination of payroll work with statistical reports of medical records will require this employment.

H. 1 B-310 TABULATING MACHINE OPERATOR

A combination of payroll work with statistical reports of medical records will require this employment.

I. 1 1444 CLERK STENOGRAPHER

This position is requested by the X-ray Division by the Chief of X-ray for assistance in the administrative functions of that section. At present such routinely clerical duties as typing a budget request have been accomplished only the Roentgenologist spending his time actually typing such data. This position will allow more of his time to be spent in the professional duties for which he is paid.

J. Annual salary increment.

A. 2 1440 MEDICAL TRANSCRIBER TYPISTS

One of these positions is needed to take over the transcription of dictation for the OB-Gyn Section which is now being done by a Medical School Secretary. This is hospital work and should be accomplished within the structure of our Medical Record room.

The second position is needed to augment the 2 present positions who are transcribing surgical reports. These reports are currently over a month behind and this position will enable these records to be brought up to date and maintained under the supervision of the Medical Record room.

B. 2 1440 MEDICAL TRANSCRIBER TYPISTS

These two positions, needed immediately, for the transcription of patient records and charts in preparing both the medical and social evaluations required each month on each patient.

C. 5 1424 CLERK TYPIST

With the mechanization of record keeping it will be necessary to have clerk-typists who will be trained in as admitting clerks. Assuming that a workable arrangement can be developed with the Welfare Department, our need for presently classified "social service workers" (eligibility clerks) will not require supplementation. Ultimately, booking stewards, social service workers, and clerks should be molded into the singular category of "Admitting Officer" or "Admitting-Discharge Clerk".

D. 1 1424 CLERK TYPIST

The money made available in the Medical Record Room Supplemental will bring the Record department up to date and will modernize the system so that records will be complete and available. Supplemental budget, however, does not take care of the increased work load which this position will cover.

E. 3 1424 CLERK TYPIST

These 3 positions are requested by the Nursing Division for the following places: 1 for Follow-up Clinic where visits have increased from 30 to 50%. Many records and appointments must be kept and maintained. This area desparately needs a clerk to facilitate the functioning of the unit. The second position is for the new Central Supply, which is becoming a more and more complex function. Records of inventory, charges, and distribution must be maintained. The Head Nurse assigned to this area is presently keeping these records, but she will not be able to do so when the functions of this area reach their maximum. The third position is for the Nursing Office. This division maintains time and assignment records for approximately 700 individuals. This work is accomplished by the Assistant Directors of Nursing with the assistance of one Clerk Stenographer. In addition they are responsible for typing of reports, receptionist activities, telephone answer, daily reports to other sections of the hospital, and all routine correspondence of the Nursing Office. Not only is this a poor use of professional persons, but it is also a very inefficient use of personnel. The addition of a Clerk Typist will free these necessary nurses from clerical duties and will aid the entire Nursing Division.

F. 2 1424 CLERK TYPISTS

These two positions are needed, immediately, for processing necessary forms, keeping statistics, maintaining index and records for the whole program.

G. 1 1424 CLERK TYPIST

This position needed to compile monthly records and maintain individual statistics for the records and reports required by our Controller as well as the State Department.

A. 1 1424 CLERK TYPIST

This position needed for the Billing Division to process bills, maintain statistical and financial records, prepare and submit required financial statements.

B. 1 1426 SENIOR CLERK TYPIST

This person is needed to supervise and organize the file, charging out and control of records, and other clerical duties in the Medical Record section. There is no one at present in the department who can work as a supervisor in keeping up the flow of work and the flow of charts. The Medical Record Librarians are doing technical work so that a person is needed to accomplish this function.

C. 1 I LINEN SERVICE SUPERVISOR

In the discussion of the budget and the necessity for augmenting the personnel in the Sewing Room it became apparent that supervision over all of the linen supply functions is completely lacking. Some are performed by the Laundry, some by the Sewing Room, and some by the Housekeeping Division. It is felt that funnelling all of these functions through one position would materially assist the Administration to obtain adequate controls over linen usage and help to lower the increasing cost of linen replacement.

D. 2 L70 PHYSICAL THERAPISTS

These 2 positions are urgently needed by the Physical Therapy Section in order that rehabilitation of patients may be started on the wards before these patients are actually able to be sent down to the Physical Therapy Unit. One of these positions is actually an offset for the position of T170, Coordinator Rehabilitation Services, which has existed for three years but for which no adequate person has been available. The increasing accent on rehabilitation, the hypothetical establishment of a larger program either at the hospital or at Laguna Honda Home, the tie-in with Hassler Health Home, all indication that this position should be restudied before efforts are made to fill it permanently. In the interim the use of the position for a trained Physical Therapist will aid greatly in making the Rehabilitation Program at the hospital of greater benefit to the patients. The present load is 40 to 50 per day, there are at least 30 additional who should be under treatment.

E. 2 L--- FOOD SERVICE SUPERVISORS

Our Dietetic Division has never been able to adequately supervise the more than 30 individual kitchens from which the food is served to our patients. Because of the number and placement of these diet kitchens it is physically impossible for the maximum of 3 Dieticians on duty to visit each of these areas in the 20-30 minute period during which the food is served. The result has been that our Kitchen Helpers are left to their own devices in the preparation of trays, service, and portions. This is wasteful of both time and materials because uniformity is almost completely lacking. Better supervision will increase the aesthetic features of food service and will certainly result in better service to the patients.

F. -4 L354 ASSISTANT RESIDENTS

These 4 positions are to be reclassified to L356 Senior Assistant Residents at the request of the Medical Service. This will allow a better alignment of the responsibility on the medical service by placing 4 additional 2nd year men as supervisors in charge of the medical wards.

G. 1 L354 ASSISTANT RESIDENT

This position is requested by the Medical Staff for placement on the OB-Gyn Service. This service has increased to approximately 1800 births per year and 900 admissions on the Gyn Service. The present staff is not able to adequately cover these requirements.

H. Annual salary increment.

A. 1 L354 ASSISTANT RESIDENT

This position is requested by the Medical Staff for placement in the Pathology Service where the number of autopsies have increased by 50%, and the number of other tests comparably. Up until this time increased work load has been accomplished only because the Medical School has had available sufficient fellowships funds to staff these positions during this fiscal year. These funds will not be available as of July 1st.

B. 4 L356 SENIOR ASSISTANT RESIDENTS

Reclassification from 4 L354 Assistant Residents, above.

C. 1 L356 SENIOR ASSISTANT RESIDENT

The X-ray Division requested 3 of these positions of which 2 were eliminated by the Medical School. This remaining position will help to decrease the case load required of our Residents in that section. They presently are reading approximately 70-80 cases per day per per individual, and according to all training regulations this figure should not exceed 25 per day.

D. 1 ADMINISTRATIVE RESIDENT

Universities throughout the country have established a full course in Hospital Administration. Part of the requirements for graduation is completion of a one year residency in a hospital. This position is being requested so that the City and County may participate in this training program.

E. 1 L364 PHYSICIAN SPECIALIST

This position is required due to the increased workload in the X-ray Unit. This position will act as the Assistant to the Radiologist and will read X-ray films, serve as the supervisor of X-ray Therapy Treatment. He will also be the supervisor of the resident physicians in Radiology, as their services are related to patient care.

F. 1 7337 STATIONARY ENGINEER

This position has been requested 5 times in the past five years for augmentation of the maintenance crew at the hospital. With the ever increasing automation of medical care, the demands on the Engineers for service, inspection, and repair of equipment has increased many times over. If the City and County is to obtain dollar value for dollar spent in obtaining new equipment, some provision must be made to see that the new equipment is properly serviced and maintained. Our present system of purely panic repairs is totally inefficient, wasteful of both the mechanics who must repair the equipment, and the technical staff who are using it, and is not dangerous to the patients upon whom the equipment is being used. Proper maintenance can and will forestall breakdowns, thus circumventing any possible malpractice accusations on the basis of negligent management. This position is a necessity to help us accomplish this end.

G. -40 STUDENT VOCATIONAL NURSE

Meals only to be provided for these positions.

F. 5 2312 LVN'S

Last year our Nursing Division requested 71 positions in order to bring the hours of nursing care up to a minimum acceptable level. Of this number approximately ½ were allowed. This year the Nursing Division requested the remaining half plus approximately the same number of positions in order to get the hours of nursing care to approximately 3.4 per patient. This increase in personnel, by number and assignment, is shown on the attached schedule. The DPH cut the positions back to allow only those which were not allowed last year.

I. Annual salary increment.

A. 10 2312 LVN'S

These positions with those listed separately below (Ordarlies, Kitchen Helpers, and Porters) are requested for the reopening of two wards in Building 60 which will be completed some time in the first quarter of next year. These wards are intended for tuberculous cases; the other two wards in this building will be occupied by the Communicable Disease Section and the new Psychiatric Treatment Ward.

B. 12 2320 REGISTERED NURSES

For Building 60, see above.

C. 20 2320 REGISTERED NURSES

For increased staffing pattern, see above.

D. 16 ASSISTANT HEAD NURSES

These new positions are to be used on the acute wards. An Assistant Head Nurse will replace the Head Nurse on her days off and assist her on other three days. The wards can be run more efficiently if there is one person the Head Nurse could turn to for follow through. This will promote better nursing care as it is important for each day's staff to know what went on the previous day and help promote team nursing which in turn provides for more personalized and complete nursing care.

E. 2 2322 HEAD NURSES

For Building 60, see above.

F. 4 2324 NURSING SUPERVISOR

These positions are recommended by the Jacobs Survey. At present our Assistant Directors are doing both administration and nursing supervision. They are overloaded by both the number of staff for whom they are responsible and by the number of patients and units under their authority. These 4 positions will be assigned to the day shift, and will be directly responsible for supervision of the staff giving bedside care to our patients. The plan recommended by the Jacobs survey is to establish 2 eschelons of supervision; (1) The Assistant Directors who would be primarily responsible for administrative duties (including one for staffing, one for purchase and follow-up of equipment and one for in-service) covering the entire hospital; (2) the Nursing Supervisors would than be free to be on the ward units working closely with all levels of nursing personnel, coordinating all of their efforts.

G. 4 2602 KITCHEN HELPERS

These 4 positions are for the new wards in Building 60, see above.

H. 10 2302 ORDERLIES

For general Nursing Steff pattern, see above.

I. 6 2302 ORDERLIES

For Building 60, see above.

J. 6 2736 PORTERS

For Building 60, see above.

K. Annual salary increment.

A. 5 T157 SOCIAL SERVICE WORKER

These positions, needed immediately, so that our present Medical Social Worker staff may be relieved of the eligibility work they are presently required to do. Having these positions permanently (as has been stated in our many budget requests for the same positions) will allow the Medical Social Workers the time needed to maintain this program on a permanent basis.

B. 1 T170 COORDINATOR REHABILITATION SERVICES

We are requesting a reclassification of this position to one L70 Physical Therapist, see Page 3-D.

C. 1 L364 PHYSICIAN SPECIALIST (PT)

This position is requested to supply 20 hours of additional coverage in the Pediatric Clinic. This Out-Patient Service has increased to the point where the supervision supplied by our present part time Physician must be increased to conform to the hours which the Clinic is in operation.

D. SPECIAL DUTY NURSES

Due to shortage of nurses we have been able to hire Special Duty Nurses for critical cases by transfer of funds from the nursing account. Should we fill our nursing positions we would no longer have these surplus funds available for this purpose.

Experience shows that we have expended $21,090 during the first six months of this fiscal year. Projecting this to a full year gives us a figure of $44,090. Based on this figure and the expenditure figure of the last fiscal year ($55,604) we are requesting an additional $50,000, for Special Nurses.

E. PERSONAL SERVICES - OVERTIME (111.000)

CLASS	ACTUAL EXP. 1960-1961	ACTUAL EXP. 7/1/61-12/31/61	PROBABLE EXP. 7/1/61-6/30/62	ESTIMATED 1962-1963
S 4	1236	505	1200	1200
S 228	1118	393	1100	1100
S 454	46		60	60
S 512	1032	396	1000	1000
I 2	28			40
I 167	12			30
I 170	16	16	50	50
I 172	87	79	100	200
I 178	25	38	40	100
L 452	129		100	100
O 1681	75		100	100
O 172	570	201	600	600
P 204	25			
P 208	75	40	100	100
	4474	1668	4450	4680

F. Annual salary increment.

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission SAN FRANCISCO GENERAL HOSPITAL

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 557 Sheet Number 7

A. PERSONAL SERVICES - HOLIDAYS (112.000)

CLASS	ACTUAL EXPEND. 1960-61	ACTUAL EXPEND. 7/1/61 - 10/31/61 4 Holidays	PROBABLE EXPEND. 7/1/61 - 10/31/61	ESTIMATED REQUIREMENTS 1962 - 1963	AVERAGE NUMBER OF POSITIONS	NUMBER OF HOLIDAYS
B4	277	154	225	225	1	5
B6	178	46	65	184	1	4
B210	10	24	24			
B228	243	182	216	250	1	5
B454	1,470	487	1,450	1,470	5	12
B512	286	237	250	300	1	5
C152	1,982	653	2,000	2,000	7	12
I2	19,099	6,055	18,700	18,700	72	12
I54	549	161	600	600	2	12
I106	744	260	700	700	2	12
I116	31,153	11,521	33,470	34,560	125	12
I120	9,208	3,405	9,300	10,200	32	12
I122	267	52	300	300	1	12
I134	15,383	5,929	15,500	18,500	60	12
I152	2,007	698	2,200	2,200	11	12
I154	2,799	834	2,600	2,600	11	12
I156	135	64	160	160	1	10
I158	236	46	200	200	1	12
I164	90	35	180	180	1	9
I166	457	173	400	400	2	12
I167	179	21	140	140	1	12
I168	1,284	454	1,150	1,100	5	12
I170	190	52	280	280	1	9
I172	316	121	280	300	1	12
I178	367	116	300	360	1	12
I204	19,668	6,961	19,500	20,800	77	12
I206	452	83	400	400	1	12
I208	394	29	425	425	1	12
I210	12	63	170	170	1	3
L55	101		255			
L66	154		80	80	1	3
L67	1,050	346	900	900	3	12
L202	834	292	850	850	2	12
L304	301	102	300	300	1	4
L306	61		180	180	1	3
L452	1,537	646	1,150	1,500	3	12
M255	42			250	1	6
0.166.1	1,084	356	1,300	1,300	3	12
0.168.1	1,439	470	1,550	1,550	3	12
0.172	240	126	250	250	1	6
P2	737	401	1,350	1,350	2	12
P102	39,992	15,278	41,000	45,800	125	12
P104	1,802	427	2,400	2,400	5	12
P204	483	238	800	800	1	12
P208	3,627	1,248	3,600	3,600	9	12
P304	62					
T155	66	70	100	100	1	12
T156	45					
T157	748	173	575	600	1	12
	163,840	59,089	167,825	179,504	589	

Form 4859

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission SAN FRANCISCO GENERAL HOSPITAL

BUDGET EXPLANATIONS

Index Number 557

FISCAL YEAR 1962-1963

Sheet Number 8

A. SICK LEAVE REPLACEMENT 2.557.115.000

CLASS	ACTUAL EXP. 1960-1961	PROB. EXP. 1961-1962	EST. REQUIR. 1962-1963
B4	246		
B222	232	1900	1900
B408	951	500	500
B454	469	500	500
B512	1667	1013	1013
C152		150	150
I2		818	818
I106	178	300	300
I154		300	300
I164		69	69
I167		190	190
I170	561		
L67	1227	1000	1000
L452	98	100	100
0.1661	616	450	450
0.1681	499	500	500
P2	537	84	84
P104	1563	684	684
T157		442	442
	8844	9000	9000

B. TEMPORARY SALARIES 2.557.120.000

P2	697	1397	
B237		2403	2500
B408		175	200
B454	2586	2200	2500
B512	363	18294	1200
B516		3990	
1440		7230	1370
C152	1495	1850	2000
I54		220	250
I106	848	630	650
I152	1384	2800	2900
I154		130	150
I164	278		300
I166	778	700	750
I167	131		
I168	1082	750	800
I164		115	130
I170		1250	1300
I178			200
L67	580	205	210
L70		205	210
L72		50	160
L202	1144	850	1050
L452	1145	1200	1200
0.1661	921	1205	1205
0.181	2339	2055	2055
P102	108		
T155	1377	1370	1370
T157	87		150
	17343	51274	24800

A. 2.557.200.000 CONTRACTUAL SERVICES

O.E.206 TRAVEL EXPENSE (Membership auth. Adm. Code section 16.6.10) * Membership authorization pending.

County Collectors' Association - Sacramento	$ 50	
Administration to Santa Barbara, California Hospital Association	100	) Exact dates, locations, & number to attend not available at time of budget preparation.
Administration to American Hospital Association, Chicago	400	)
Nursing Administration to California State Nursing Association, Los Angeles *	100	)
Medical Record Librarian to Monterey, California *	100	)
Dietician to Hospital Workshop, Berkeley *	50	
Routine Travel, Conferences of Authorized Agencies, to six various Regional State Meetings	200	
	$ 1000	

B. O.E.216 MAINTENANCE AND REPAIR - AUTO EQUIPMENT (FUR)

Installation of crankcase blow-by devices

5 passenger cars @ 15.95	$ 79.75	
3 trucks @ 15.95	47.85	
		$ 127.60
Maintenance		
2 trucks	$ 4.50	
3 passenger cars	6.75	
		11.25
		$ 138.85
Installation of seat belts 8 @ $18.00		144.00
		$ 282.85

C. O.E.218 MAINTENANCE AND REPAIR - OFFICE EQUIPMENT

Maintenance - Typewriters	$ 540
Stenorettes	575
Adding Machines	150
	$ 1,265

D. In accordance with experience.

E. As per Purchasing Department estimate.

2.557.200.000 CONTRACTUAL SERVICES (CONTINUED)

A. 0.E.219 MAINTENANCE AND REPAIR - OTHER EQUIPMENT

Knives @ 20 per month	$ 240
Refrigerators @ 125 per month	1,500
Work Order, Dept. of Public Works @ 100 per quarter	400
Oxygen regulators @ 25 per month	300
Surgical instruments @ 225 per month	2,700
Miscellaneous	2,360
	$ 7,500

B. 0.E.232 TELEPHONE & TELEGRAPH (PUR)

Recurring charges:

KTS System, 3 lines, locals 491, 2, 3 on 6 instruments, with lights, dic., hold and hunting, Cardio, 3rd Fl., Bldg. 6. (MS80) (MS53)	$ 35
DC 468, 469, 470	3
Local , Rm. 230, Bldg. 80 (MS110) (MS53)	1
Local , Nursery, Wd. 85 (MS111) (MS53)	1
4 KTS Ext's on Local 404, Rms. 157, 123, 117, 154 (L1)	28
Move Local 443 to Rm. 101, Bldg. 200 (L1)	-
Relocate phone Rm. 154, Bldg. 200 (L1)	-
Moved Record Room (MR4) (MR27)	90
Moved Record Room (MR 5)	90
Add Ext. 445 (P1)	2.40
Add Locals & , Security Force	2
Add four 4-button instruments with hold (255, 289, 360) (A4)	8.40
Add 1 Extension to City Physicians	1
Add new locals, Nurses' Sta., Wds 12,13,14,15,22,23,24,32,33,34	10
	$ 271.80
	x12
	$ 3,261.60

C. 0.E.232.001 TELEPHONE & TELEGRAPH INSTALLATION (PUR)

Non-recurring charges:

KTS System, 3 lines, locals 491, 2, 3 on 6 instruments with lights, dic. hold and hunting, Cardio, 3rd Fl., Bldg. 6 (MS80) (MS53)	$ 71
Local, Rm. 230, Bldg. 80 (MS110) (MS53)	4
Local, Nursery, Wd. 85 (MS111) (MS 53)	4
4 KTS Ext's on 404, Rms 157, 123, 117, 154 (L1)	32
Move local 443 to Rm. 101, Bldg. 200 (L1)	4
Relocate phone, Rm. 154, Bldg. 200 (L1)	4
Add Ext. 445 (P1)	4
Install & , Security Force	8
Install four 4-button instruments (255, 289, 360) with hold (A4)	16
City Physicians, move locals	8
Add new locals, Nurses' Sta., Wds 12,13,14,15,22,23,24,32,33,34	40
	$ 195

2.557.200.000 CONTRACTUAL SERVICES (CONTINUED)

A.	0.E.234 BINDING			
	Medical Library (MS6, 22, 85, IA12)			$ 1,025
	Nursing			75
				$ 1,100
B.	0.E.235 SUBSCRIPTIONS			
	Medical Library (MS6, 22, 85 IA11)			$ 1,700
	Nursing (N8)			75
				$ 1,775
C.	0.E.238 WINDOW WASHING (PUR)			
	Window Wash - 2			$ 8,400
D.	0.E.241 RENTAL OFFICE MACHINES			
	Medical Record Room (MR4)			$ 11,172
	Present equipment			1,020
				$ 12,192
E.	0.E.256 PEST CONTROL (PUR)			$ 2,200
	To increase for protection of food service at night			2,200
				$ 4,400
F.	0.E.265 ENGINEERING SERVICE			
	X-ray 260 month			$ 3,120
	Increase 50 month			600
				$ 3,720
G.	0.E.267 MEDICAL SERVICE AND CARE			
	Miscellaneous			$ 80
	Blood Bank Contract	$ 50,000		
	Less Donors (300.001)	-25,000		25,000
				$ 25,080

2.557.267.000 MEDICAL SERVICE AND CARE PERMANENT SALARIES

A. Under University of California contract, continuation of sixteen existing positions as detailed on budget sheet no. 12; request of one new position, part-time, L364 Physician Specialist $6,134 (see explanation sheet 6-C); and normal annual salary increments.

(See 2.557.110.267)

$109121

2.557.267.000 MEDICAL SERVICE AND CARE - U.C. CONTRACT

A. SUMMARY BY SERVICE

	1961-62 Budget Request	1961-62 Adjusted Budget	1962-63 Budget Request	Increase(Decrease) over 1961-62 Request
Anesthesiology				
Professional Salaries	41,044	31,279	31,279	(9,765)
Technical Salaries	3,222	3,222	3,222	-
Secretariel Salaries	3,069	2,925	2,925	(144)
Total	47,335	37,426	37,426	(9,909)
Cerdio-Pulmonary Laboretory				
Professional Salaries	28,156	23,404	23,404	(4,752)
Technical Salaries	25,740	25,188	25,188	(552)
Secreteriel Salaries	9,252	9,252	9,252	-
Supplies	13,200	13,200	13,200	-
Totel	76,348	71,044	71,044	(5,304)
Clinical Laboretories				
Professional Salaries	33,120	31,488	46,626	13,506
Technical Salaries	227,454	175,391	234,863	7,409
Secreteriel Salaries	12,924	14,064	14,064	1,140
Supplies	40,000	61,000	84,000	44,000
Totel	313,498	281,943	379,553	66,055
Pethology Laboratory				
Professional Salaries	35,000	20,438	20,438	(14,562)
Technicel Salaries	45,360	42,798	42,798	(2,562)
Secreterial Salaries	27,324	17,052	19,308	(8,016)
Supplies	12,000	12,000	12,000	-
Total	119,684	92,288	94,544	(25,140)
Anniversary Merit Increases				
Technical Salaries			9,798	9,798
Secretarial Salaries			1,740	1,740
Total			11,538	11,538
GRAND TOTALS	556,865	482,701	594,105	37,240

2.557.300.000 MATERIALS & SUPPLIES

A. O.E.331 HOUSEHOLD AND INSTITUTIONAL SUPPLIES

Light-proof shades, X-Ray (MS54,130)	$ 116	
Apron-Glove Racks, X-Ray (MS132)	72	
Chart Racks, Nursing (N5)	900	
Light shades, Wd. 12-14, Solarium (MS114)	400	
Balance in accordance with experience	48,512	
Total		$50,000

B. O.E.371 STATIONERY AND OFFICE SUPPLIES

Medical Library Supplies (MS54,85)	$ 150	
Library Congress Cards (Library) (MS54,85)	200	
Medical Record Room (MR6)	860	
Pressure Sensitive Labels (MR6)	70	
Medical Record Room (MR29)	7,812	
	8,098	
Balance in accordance with experience	$31,702	$40,800

C. O.E.381 HORTICULTURAL SUPPLIES

4 tons chemical fertilizers		
70 yards top soil		
Sprays, seeds, bulbs		$ 1,500

2.557.362.000 HOSPITAL AND LABORATORY SUPPLIES

D.

4	Ankle action canes, Physio.	$ 50	
2	Pr. Canadian crutches, Physio.	45	
12	Pr. adjustable Crutches, Nursing	76	
	PLASTIC MATERIALS AND SUPPLIES	200	
	ANAESTHESIA SUPPLIES	1,500	
	Suboccipatal Hindrest, Neurosurg.	400	
	Michrotome Wheels, Pathology	90	
	X-Ray Gloves, Aprons	714	
	Otoscope Spuculer, Pediatrics	20	
		3,094	
	In accordance with experience	180,000	
	Total		$183,094

EQUIPMENT BUDGET, 1962-63, to date (12/13/61)

O.E.	Type of Equipment	Total all Requests	Eliminations at Various Levels: SFGH Committee	Medical School	Hospital	Department Pub.Health	Chief Admin. Officer	Balance Submitted To Mayor
402	Office Furniture	63,352	1,711	-	7,800	16,814	208	36,819
404	Hospital-Lab. Furniture	124,360	11,590	-	32,373	72,397	-	8,000
406	Other Furniture	9,696	1,445	-	30	3,971	-	4,250
412	Office Machines	50,381	887	-	3,510	9,025	16,885	20,074
416	Projectors	1,560	350	-	-	550	-	660
422	Shop Equipment	425	-	-	-	75	-	350
426	Carpentry-Painting Equipt.	775	-	-	-	-	-	775
432	Janitorial	7,785	-	-	2,165	4,830	-	790
434	Food Service Equipt.	10,185	-	-	-	3,350	-	6,835
436	Laundry Equipt.	47,445	-	-	-	46,405	-	1,040
442	Refrig-Ventilating Equipt.	6,650	-	-	100	4,050	-	2,500
446	Communication Equipt.	2,475	-	-	-	-	-	2,475
454	Motorless Vehicles	39,510	-	-	8,410	18,980	200	11,920
456	Motor Vehicles	1,700	-	-	-	-	-	1,700
464	Horticultural Equipt.	75	-	-	-	75	-	-
472	Fire Fighting Equipt.	2,050	-	-	2,050	-	-	-
482	Medical-Surgical Equipt.	80,324	9,950	18,300	8,404	12,250	-	31,420
484	Lab. Equipt.	274,570	42,876	73,250	5,650	15,175	-	137,619
	" Radioisotopes	24,000	-	-	-	-	24,000	-
	" Radioisotopes	48,000	-	-	-	-	12,000	36,000
491	Books	5,412	-	-	-	412	-	5,000
	TOTALS	800,730	68,809	91,550	70,492	208,359	53,293	308,227

EQUIPMENT

Replacements

A. Overhead Frames
Reduced from a request of 25, these 8 remaining are to replace that number of broken orthopedic frames. Not inventoried.

B. Tables, Treatment Room
Reduced from a request of 6, these 3 will replace broken, worn out tables previously disposed of as scrap metal. 53-4342, 6959, 3826.

C. Sewing Machines
Of 2 requested this will replace the oldest of five now in use, all of which are 20-25 years old and constantly breaking down. 53-12911

D. Dental X-ray
To replace an old Picker Dental Unit, which is obsolete, sprays x-rays all over the area and is a constant hazard and source of danger. 53-13972

E. Electro-magnet, Eye
To replace an old direct current unit which has been inoperable for years, and is a real necessity for any emergency unit. No City Number

F. Cassettes
Normal replacement of x-ray film holders and screens due to wear and tear. Not inventoried.

G. Film Bin
Replacement of a unit, which is old, not reparable and leaks light spoiling x-ray film. 53-11438

H. 300 KV Therapy Unit
Replacement of a therapy unit more than 20 years old, used for deep therapy primarily in tumor and cancer cases. 53-347

I. Barium Mixer
To replace a worn out, hand operated unit used to prepare barium for patient consumption in x-ray. Not inventoried.

J. Cobalt Source
Replacement of the cobalt charge in the Cobalt Therapy Unit. The original 1000 curie change purchased in 1958 cost just under 9,000 delivered; this estimate includes any possible credit for return of the unit. It was originally estimated that this source would remain effective for three years. Replacement this year will include use for over 4 years. Not inventoried.

K. Hi Speed Screens
Normal replacement of screens used in cassettes as they become stained and/or scratched causing lines and circles to appear on exposed film. Not inventoried.

L. ENT Examining Chair
Replacement of an old worn out chair, X-ray, previously discarded and sold as scrap metal. 53-7427

M. Image Intensifier - Fluoro Unit
Replacing a 20 year old x-ray unit with a new type fluoroscopy unit which with the image intensifier, allows fluoroscopy to be done with much less danger to the patient (because it requires less radiation) and much easier and quicker examinations by the doctors (because no eye accommodation is needed.) 53-329

EQUIPMENT

New

A. Cabinets, Filing
Of 33 originally requested this sum will purchase approximately 8, 5 for the Medical Record Room and 3 for the new Security Force. The 5 for the Medical Record Room are needed for additional storage space; 2 for the Security Force will ba needed to establish files and storage areas where records can be maintained and the 3rd is specifically for maintenance of finger print files.

B. Cabinets, Storage
Of 6 originally requested this sum will purchase one needed by the new Security Force to provide a reasonably secure storage area for lost and found property.

C. Cabinets, X-ray, File
These 2 additional filing cabinets are needed in the X-ray Division for the maintanance of special files for x-rays of specific types of cases which at present are stored in various drawers and cabinets.

D. Chair, Side, Armed
These 4 armed chairs are for the offica to be established for the new Security Force.

E. Chair, Side, Office
Of 26 originally requested this sum will supply approximately 20, 16 for the additimal persons in the Medical Record Room, and 4 for the offices of the new Security Force.

F. Chair, Swivel, Armed
Of the 30 originally requested this sum will supply approximately 7, 4 for the medical staff in the X-ray Division, one for a new position in the Medical Record Room, and 2 for the offices of the new Security Force.

G. Chair, Typist
Of the 38 originally requested this sum will purchase approximately 18, all for the Medical Record Room.

H. Desk, Executive
Of 26 originally requested this sum will purchase approximately 6, 4 for the Medical Record Room and 2 for tha new offices of the Security Force.

I. Desk, Typing
Of the 16 originally requested this sum will purchase approximately 4, 3 for the Medical Racord Room and 1 for the new Security Force.

J. File, Rotary
This sum represents purchase of 36 rotary files for the Medical Record Room, needed because these files save time and effort as well as space over the usual vertical files. They are in addition to those presently in use which will probably be converted to X-ray files.

K. Ladders, Rolling
Of 19 originally requested this sum will purchase approximately 10, all of which will be used in the new storage areas on each ward created by the Bond Issua Modernization Program. These ladders are a safety measura as well as supplying a means of easily using storage shelves above the height which can reasonably be reached by our personnel.

L. Index, Visible
This index is for the use of our new Security Force to establish a cross-index of employees and finger prints.

M. Visible File, Kardax
A new cross-index for use in the Medical Library

EQUIPMENT

New (Continued)

A. Lockers, Clothing
This represents 115 two person lockers, 14 for the new Security Force and 101 for the completion of Building 60.

B. Beds, Recovery Room
These new pieces of equipment are specifically designed for use in a recovery area so that equipment and attachments needed for care of the patient can be affixed to the bed and so constructed that maximum protection is afforded the unconscious patient.

C. Beds, Orthopedic, Foster
This sum will purchase approximately 3 of these beds which are specifically designed to cope with heavy casts and all other equipment used on Orthopedic cases.

D. Commodes, Bedside
Of 21 originally requested this sum will purchase approximately 5 of these conveniences which will allow many of our patients to care for their own personal needs.

E. Foot Stools
Of 92 originally requested this sum will provide approximately 12, which will be used a a needed help in getting patients in and out of bed.

F. Foot Supports
This sum will purchase approximately 3 which will be used by the Nursing Division in the Follow-up Clinic for attachment to present examining tables.

G. Helper, Patient
Of 50 originally requested this sum will purchase approximately 25 of these L frames which hang over the end of the bed with a trapoze arrangement to allow many of our patients to exercise and/or to assist themselves into and out of bed.

H. Incubator, Infant
This 1 additional incubator is requested for the Pedi-Obs Division. During the year we have had to borrow additional incubators on 4 different occasions because the birth rate of premature infants seems to be increasing.

I. Overhead Frames
This sum will supply approximately 8 sets of overhead frames, 4 regular size cribs, and 4 additional fracture frames to be used for treating certain arm fractures which cannot be adequately handled with our present equipment.

J. Rotating Chair
A special chair to permit positioning both vertical and horizontal, in fitting patients into pulmonary function apparatus.

K. Scales, Patient
Of 4 originally requested this sum will supply 1 additional new bed scale used in weighing patients without getting them out of bed.

L. Scales, Isolette
This will supply a special scale which can be inserted into an Isolette in which a premature infant is being kept alive. This scale becomes a part of the unit and without destroying the temperature, humidity, or atmosphere within the Isolette, the infant may be weighed as often as required.

M. Seat, Infant
This will purchase approximately 6 infant seats used in the Pediatrics Section where the plumbing applicances are too large for the infants.

N. Slide Files, Paragon
These are sectional filing trays used for permanent storage of microscopic slides and must be added to each year as the number of slides increases.

EQUIPMENT

New (Continued)

A. Tables, Folding
These tables are for use in the Physical Therapy Section where portable tables are used to assist individual patients in wheeled chairs, who are learning to re-use their hands and arms.

B. Trays, Lap
This sum will purchase approximately 30 of these trays which are to be used on the Orthopedic Wards where over-bed tables cannot be placed over the patient because of the various orthopedic attachments on the beds.

C. Lamp, Double Arm, Pod
This sum will purchase approximately 3 of the special type lamps, 1 for use by the Surgical preparation team and 2 for use in the Surgical Offices.

D. Lamp, Operating Portable
This light is for placement in the treatment room of Ward 12 and is to be used as a portable examining light.

E. Lamp, Operating, Portable, Explosion Proof
Of 4 originally requested this sum will purchase 2 to be used in the Operating Rooms for augmentation of present lighting equipment.

F. Luminaire, Operating, Explosion Proof
This double surgical light is for placement in Room One of our surgery where no overhead light is present available. This will allow this room to be used more frequently for major surgery cases.

G. Mattresses, Crib
This sum will purchase approximately 20 new mattresses for our present cribs in the Chest and Communicable Disease Division allowing us more freedom in the necessary cleaning and sterilization of present equipment.

H. Mattresses, Oscillating
Of 8 originally requested this sum will purchase approximately 2 of these mattresses which are badly needed for the treatment of patients who have developed decubiti and other circulatory problems because of inability to properly space pressure on various parts of their bodies.

I. Addressing Machine
An office machine to be used by the Admitting Department to summarize all admissions for which plates have been created.

J. Comptometer
Requested by the Accounting Office this office machine will be used to augment the present work on the materials desk under the supervision of the Senior Accountant.

K. Dictating Machines
Of the 19 originally requested this sum will purchase approximately 5 to be used to augment the services in X-ray and Pathology.

L. Electronic Message Units
These 2 units to be used by the Medical Records - Admitting Section for the immediate identification and assignment of hospital numbers to incoming patients.

M. Files, Electric, Card
These 2 units are to be used in the Medical Record Room to supply electronically controlled rotation of index cards used as a cross-reference to establish hospital numbers for incoming patients.

N. Multilith
Requested by the Medical Record Room this office machine will be used to reproduce much of the data, statistics, and forms used in that division.

EQUIPMENT

New (Continued)

A. Paper Cutter
Requested by the Personnel Section this office machine is used to cut large numbers of sheets of paper; a time and labor saving device used in connection with the reproduction of various forms.

B. Stapler, Electric
Requested by the EKG Section this unit is a self-powered stapler which will save much of the time of technicians spent in hand stapling EKG tests to chart forms for filing in medical records.

C. Time Stamp
Requested by the Housekeeping Section for the new Security Force this stamp will be a visual means of recording the receipts of emergencies, compleints, and other messages that will involve this section.

D. Camera, with Attachments
Requested by Housekeeping for the new Security Force this camera will be used to supply identifying data on personnel, as well as providing a visual record of accidents, incidents, and various pieces of lost and found property which will become the responsibility of this section.

E. Projector, 35 mm, Slide
Of 3 originally requested this one projector is part of the equipment originally requested for furnishing the conference rooms in Building 10 for which bond money is not available.

F. Projector, 16 mm, Sound
Of 3 originally requested this one for the Administration will be used throughout the institution in various types of in-training instruction and correlation use with the teaching staff for the instruction of Interns and Residents.

G. Drill, Electric, Portable
Of 4 originally requested this sum will supply approximately 3 portable drills foruse by the Shade Shop, Electrical Shop, and Plumbers.

H. Hacksaw, Electric
Requested by the Engineer for the Electrical Shop this portable hacksaw will allow them to complete much of their work on the job without the necessity of returning to the shops.

I. Hoist, Chain
Requested by the Engineer this chain hoist will be used by all mechanics for the lifting or moving of extremely heavy equipment.

J. Band Saw
Requested by Pathology this 2 wheeled twelve inch band saw will be used for cutting various large specimens in that area.

K. Belt Sander
Requested by the Engineer for the Carpenter Shop this piece of equipment is used for surface finishing of repaired or newly made woodon or metal equipment.

L. Compressor, Air, Portable
Requested by the Engineer this protable air compressor will allow cleaning of filters and vents at the point of use, filling and testing pressure fire extinguishers at their locations, and other services which require compressed air at a given location.

M. Miter Box, Stool
Requested by the Engineer for the Carpenter Shop this highly machined tooled is a necessity in any wood working operation where accurate cutting of corners and ends is a part of equipment repair and maintenance.

EQUIPMENT

New (Continued)

A. Polishing-Scrubbing Machines
Of the 8 originally requested by Housekeeping this sum will purchase approximately 2, in our continued effort to place these machines in at least each of the Main Buildings where they are used.

B. Step Ladders, Aluminum
Requested by Housekeeping, this sum will purchase approximately 10 six ft. ledders for use in that section in the many varied duties requiring this equipment.

C. Vacuum Cleaners
Of 3 originally requested by Housekeeping this sum will purchase one to continue our program of placing one vacuum cleaner in each area where they are to be used.

D. Cream Dispensers
Requested by the Administrative Chef these two dispensers are to be used in the Dining Rooms to meet the health and sanitation regulations covering the dispensing of this product.

E. Milk Dispenser Cans
Requested by the Administrative Chef this sum will purchase approximately 12 stainless steel cans for our milk dispensing units.

F. Mixing Bowl, 80 Qt.
Requested by the Administrative Chef this sum will purchase approximately 3 large mixing bowls for use in the Main Kitchen in the large capacity mixers in that area.

G. Potato-Vegetable Peeler, 60 Qt.
Requested by the Administrative Chef this machine will be used to augment the present small capacity peelers which require too much time to process the large quantity needed by the kitchen.

H. Pans, Stainless Steel, Hotel
Requested by the Administrative Chef this sum will purchase approximately 72 "Hotel Pans" used in food handling and preperation in the Main Kitchens, Ward Kitchens, and Dining Rooms.

I. Food Carts
Requested by the Chief Dietitian these carts are new equipment for the opening of Building 60.

J. Hampers, Linen, Step-on
Requested by the Nursing Division these units are for use in the Pediatrics and Obstetrical Nurseries where soiled linens must be covered, but the individual depositing them cannot touch the container because of the possibility of contamination and/or cross-infectio n.

K. Freezer, 5.1 cu. ft.
Requested by the laboratory this freezing unit is for use in the Steroid Section for quick, complete freezing of routine blood and urine samples.

L. Freezabank Unit
Requested by the Neuro-Surgical Service this freezer unit is constructed to hold and freeze various sizes and shapes of ice packs used in connection with the hypothermic units.

M. Refrigerators
This sum should be sufficient to purchase four small refrigerators for installation in the nursing stations of Building 60, for which bond funds were not available.

EQUIPMENT

New (Continued)

A. Refrigerator, Under Counter
This sum should be sufficient to purchase 5 under-counter refrigerators for installation in areas already prepared under the construction contract in the laboratory, for which bond funds are not available.

B. Radio, Short Wave, Motile
Requested by the Housekeeping Section for the new Security Force. This radio will provide instant communication between the patrolling motorcycle and the Security Force Office.

C. Radio, Conelrad
Requested by the Housekeeping Section for the new Security Force this type of radio is a requirement of the Federal Communications Commission wherever short wave communication is estatlished.

D. Carts, Dressing
Of the 12 originally requested by the Nursing Division this sum will supply approximately 3 which will be used in those areas of most urgent need.

E. Carriages, Sterilizing
Requested by our new Central Supply these carriages are to supply additional transportation for sterilized materials between Central Supply and Surgery.

F. Carts, Utility
Of 18 originally requested by our Nursing and Housekeeping Sections this sum will supply approximately 5 which will be used in those nursing areas where they are most urgently needed.

G. Cart, Laboratory
Requested by our Pathology Division this extra heavy duty cart is needed to transport large storage containers of fluids and specimens between the Morgue, Surgical Pathology, and Pathology.

H. Chairs, Wheeled, Adult
Of 61 originally requested this sum will purchase approximately 11, 10 for our Nursing Division and 1 for Physical Therapy.

I. Chairs, Wheeled, Child
These 4 child size wheeled chairs are requested by the Nursing Division for use in the Pediatric Wards.

J. Guerney, Patient
Of 25 originally requested this sum will purchase approximately 6 for our Nursing Division.

K. Guerney, Recovery Room
Specially designed for use in Recovery Room, requiring larger wheels, safety devices, hydraulic lift, etc.

L. Racks, Chart
Of 19 originally requested this sum will purchase approximately 5 for our Nursing Division.

M. Walkers, Patient
Of 4 originally requested this sum will purchase one for use in our Physical Therapy Section.

N. Motorcycle, 3 Wheeled
Requested by Housekeeping for the use of the new Security Force. This tricycle will allow patrolling of the whole grounds of the institution for the protection of patients, personnel and property.

O. Drill, Air, Medical
Requested by our ENT Service this drill is specifically designed for cutting through bone in such operations as fenestrations, mastoidectomies, etc.

EQUIPMENT

New (Continued)

A. Automatic Shut-off, Saline
Requested by our kidney team this safety device eliminates the possibility of air being introduced into the artorial tubing used in circulatory of the blood through the artificial kidnay unit.

B. Belts, Walking
Requested by Physical Therapy Section this device supports and helps patients to regain the use of their limbs.

C. Burrs, Air Drill, Michelson
Requested by the ENT these are specifically designed drills used in the extremely delicate surgical procedures described under the Drill, Air, Medical, explanation.

D. Cast Cutters
Requested by the Orthopedic Service these saws are specifically designed to cut through casts without injuring the patient.

E. Cast Spreaders
Requested by the Orthopedic Service these 2 instruments are specifically designed to help remove large casts once an opening has been cut by the cast saws.

F. Cast Ponders
Requested by the Orthopedic Service these instruments are for the shaping of casts to permit correct alignment and support.

G. Circulator, Extremity, with Boot
Requested by the Physical Therapy Section, this piece of equipment by alternating pressure and vacuum assists the patient's system to obtain adequate circulation.

H. Compress Heaters
Of 12 originally requested this sum will purchase approximately 6 of these items for use by the Nursing Divisim where they will quickly have sanitarily heated compresses for placement on patient's bodies.

I. Croupettes
Of 14 originally requested this sum will purchase approximately 8 for the Nursing Division. These cenopy type oxygen-humidification units are specifically designed for use with small children who need either the additional humidity or oxygen because of pulmonary deficiencies.

J. Cut-Down Sets
This sum will purchase approximately 3 of these sets for the Nursing Division to place in Central Supply where they can be sterilized and supplied to areas on a rotating basis throughout the institution.

K. Cystoscopes
Requested by the Urology Service these 3 instruments are needed for adequate examination and diagnosis of urological patients.

L. Cystometer, Irrigator
Requested by Surgery for use in the Cystoscopy Operating Rooms this tidal irrigator and cystometer provides controlled irrigation needed in its procedures.

M. EKG Machine
Of 2 originally requested this sum will purchase one for the use of the Chest and Communicalbe Disease Services in the 3 buildings occupied by their patients.

N. Electromyograph
Requested by the Medical Service this instrument will be used as a diagnostic aide in those patients who have disorders of muscles, peripheral nerves and roots, and motor nerves. It will also be used to great advantage by the Neurosurgical and Neurological Services on those patients who have nerve or muscle injuries.

EQUIPMENT

New (Continued)

A. Flexible X-ray Top, Operating Table
Requested by Surgery this is a new top for the operating tables that we have presently in use. It eliminates transferring patients back and forth for the purpose of obtaining x-rays.

B. Gastroscope
This is an additional Eder-Hufford Gastroscope requested by the Medical Service who do 5-7 gastroscopies per week and for whom an additional instrument would be time saving.

C. Heated Solution Stand, Explosion Proof
Requested by Surgery, this stand maintains various solutions at a required temperature, without danger of explosion in that critical area.

D. High Speed Drill Equipment
Requested by the Dental Service this newer type of drilling equipment makes for much greater patient comfort and ease in performing various drilling functions in the mouth.

E. Hypothermia Blanket and Unit
Requested by the Neuro-Surgical Service this additional unit will be used to maintain its patients under hypothermia for long periods of time.

F. Lamp, Heating
Of 27 originally requested this sum will purchase approximately 10 for our Nursing Division who use these lamps for therapy involving heating and drying of specific body areas.

G. Laryngoscopes
Requested by anesthesia these 10 instruments are for placement in the 10 emergency resuscitation units which are being completed and placed in strategic areas throughout the institution.

H. Laryngoscope, Hopp
Requested by the ENT Service this scope with large, medium, and small Hopp blades is specifically for placement on the ENT Ward where it will be used for diagnosis and treatment of patients.

I. Mattress, Hypothermia
Requested by the Anesthesia Division this will permit a single unit to operate effectively on 2 patients at one time, thus doubling the potential of one hypothermia unit at a fraction of the total cost.

J. Metal Locater, Berman
Requested by the Eye Service this instrument is used in conjunction with X-ray to locate foreign bodies in the eye by a radar-like principle, emitting an audible sound when approaching a foreign body.

K. Panendoscope, Foreoblique
Requested by the Urology Service this McCarthy Foreoblique cystoscope with sheaths and obturators, is used by the Urology Service for all types of examinations of the urinary tract.

L. Portable Oscilloscope Monitors
Of the 3 requested this sum will purchase one for the Anesthesia Department for the purpose of visually monitoring the Electrocardiograph and Electroencephalograph vital signs of patients under anesthesia.

M. Proctoscopes
Of the 4 originally requested by the Nursing Division this sum will purchase one for placement in Central Supply for use on the main wards of the hospital.

EQUIPMENT

New (Continued)

A. Pump, Isolette

Requested by the Pediatric Service this pump is an attachment for the isolettes which are so vitally needed in the care and treatment of premature infants.

B. Refracting Range
Requested by the Eye Service this instrument is used to perform diagnostic as well as post-operative examinations of eye patients and is needed to handle the increasing number of consultations and patients on this service.

C. Sitz Bath, Electric
Requested by the Nursing Service this piece of equipment is a necessity for the treatment of genito-urinary and urologic patients.

D. Sphygmomanometer
Of the 62 originally requested by the Nursing Service this sum will purchase approximately 14 of these instruments which are used to measure blood pressure of patients.

E. Suction Apparatus
Of the 63 requested by the Nursing Service this sum will purchase approximately 48 of the various kinds of suction apparatus(High power, low intermittent, thoracic, tidal, etc.) which are needed for the management of the many types of cases needing assistance from equipment of this kind.

F. Telothermometer
Of the 2 requested by the Nursing Service this sum will purchase one of these new instruments which is an electronic device for the accurate determination of temperatures either on the skin or within the orifices of the patient's body.

G. Tracheostomy Sets
Requested by the Medical Service these sets are completely interchangeable units for emergency use to permit opening the air passage to the lungs through a tube-like insert cut into the trachea at the base of the throat.

H. Ventimotors
Requested by the Anesthesia Service these are attachments to be placed on the present anesthesia machines, eliminating the need for additional respirator equipment in the Operating Rooms.

I. Wigglebug, Crescent
Requested by the Dental Service this is a semi-automatic device for the accurate mixing of silver amalgams.

J. Ultrasonic Cleaner
Requested by the Nursing Service this additional cleaner is for placement in Central Supply for use in cleaning and sterilizing needles and syringes.

K. Autoclave
Requested by the Dental Service this small sterilizer is for use in sterilizing dental instruments.

L. Autotransformers
Requested by the Laboratory these transformers are for use with the heating mantles requested below for distillation purposes in the Steroid Laboratory.

M. Cages, Animal
Requested by the Laboratory these cages are for use of the Bacteriology and Immunology Laboratories to house animals used in routine tests.

EQUIPMENT

New (Continued)

A. Centrifuges, Various
This sum will purchase approximately 12 laboratory and microhematocrit centrifuges as requested by the laboratory.

B. Counter, Blood Cell
Requested by the Laboratory these 2 counters are a new instrument which counts blood cells electronically. For use in routine blood counts.

C. Counter, Coulter
Requested by the Laboratory this is a more accurate rapid cell counter for use in determining red and white cell counts for all hospital patients both routine and emergency.

D. Cryotome
Requested by Pathology this instrument provides the low temperatures required in the preparation of routine surgical tissue sections, special stains, and specific histo-chemical stains.

E. Drying Oven
Requested by the Cardio-Pulmonary Laboratory this instrument is used for quick drying of laboratory glassware used in this area.

F. Electrophoresis with Power Supply
Requested by the Laboratory this instrument is used for routine radio-isotope and immunology procedures.

G. Illuminator, Microscope
Requested by the Laboratory this Illuminator is for attachment to one of our laboratory microscopes to supply better illumination and thus more accurate tests.

H. Incubator, Specimen
Requested by the Laboratory this incubator will be for the storage of routine chemistry specimens in the Steriod Laboratory.

I. Integrator, Amp and Pre-Amp.
Requested by the Cardio-Pulmonary Laboratory, this instrument is for attachment to our presently used polygraph to allow measurement of respiratory flow, and to measure respiratory volumes.

J. Mantles, Heating
Requested by the Laboratory for use in distillation of alcohols, acids, etc. in the Steroid Laboratory.
(See Autotransformers 25-L)

K. Microscopes, Laboratory
Of the 16 requested this sum will purchase 7, 6 for use in the ward labs and one for the Hematology Lab.

L. Microscope, Dissecting
Requested by Pathology, this microscope will be used to examine autopsy and gross specimen, and in cutting thin microscopic sections using a microtome knife.

M. Parrafin Bath
Requested by the Pathology Service this instrument is used to heat and maintain parrafin at a fixed temperature so that specimens may be imbedded prior to slicing.

N. Spectrophotometer, Zeiss, with Chromatogram Attachment and Haake Thermostat
Requested by the Laboratory this instrument is used for routine radio-isotope chemical procedures and for chromatograms.

EQUIPMENT

New (Continued)

A. View Boxes, X-ray
Of the 11 requested this sum will purchase 2 eight bank view boxes for use in our new conference rooms, Building 10, for which bond funds are not available.

B. Water Bath
These instruments are used for washing slides and specimens at a specified temperature as required to complete certain tests; one for Pathology, two for the Laboratory.

C. Curve-X Cassette
Requested by the X-ray Service this Cassette with high speed screens is to allow placement of x-ray film in difficult areas.

D. Skull Positioner
Requested by the X-ray Service this attachment is used in obtaining special films of the skull, such as mastoids, mandibular joints, and orbits, etc.

E. Penetrometer, Step-Wedge
Requested by the X-ray Service this instrument is used for calibration and periodic checking of radiographic equipment performance.

F. Polaroid Processor and Cassettes
Requested by the X-ray and Orthopedic Services this instrument will be used in the Operating Room during surgical procedures involving orthopedic repairs, and will speed up the taking of pictures so that the patient need not be maintained under anesthesia for long periods of time.

G. Radiographic Biplane Film Changer
Requested by the X-ray Service this attachment allows serial rapid x-ray films to be taken simultaneously in two planes.

H. Rand Stereoscopes
Requested by the X-ray Service these instruments are used for a 3 dimensional effect especially useful in locating bullets and other foreign particles within a patient's body.

I. Mobile Lead Lined Chests
Requested by the X-ray Service these chests are used to prevent fogging of unused film in the Flouroscopy Room, and in Surgery and Emergency Wards where x-ray portables can also destroy film if not protected by these lead lined chests.

J. Pressure Injector
Requested by the X-ray Service this specially designed instrument is used for bilateral injections of the vascular system so that adequate visualization of the dyes injected can be obtained for the x-ray films.

K. Consultation Stereoscope
Requested by the X-ray Service this instrument is a stand-up viewer which allows stereoscopic films to be viewed side by side giving the three dimensional effect which is needed in many cases for the actual location of tumors, orifices, foreign bodies, etc.

L. Laboratory Equipment
Requested by the Consolidated Laboratory this sum is the balance of $72,000.00 requested to originally equip the Radio-Isotope Section. Of this sum $24,000.00 was included in a supplemental appropriation and the $48,000.00 was cut to this $36,000.00 on the assumption that the additional $12,000.00 will be requested in next year's budget.

M. Library and Reference Books
As established in last year's budget this sum will be used annually to purchase medical books for a gradual build-up of our Medical Library to the status required by the Joint Commission on Accreditation of Hospitals.

2.561.110.000 New Employment

A. 1842 Management Assistant @ 570/693 (1)

The Management Assistant was known to be needed even before the Program Chief was hired. The Program Chief spends a great deal of time on routine duties and reports which can be done by a nonprofessional assistant. Another major duty is the routine processing of personnel papers under the guidance of the Department of Public Health Personnel Officer. A third important duty is that of assisting in the development and installation of management improvements and practices through research and analysis, making recommendations on procedures, work flow, records, and other clerical systems. He will also assist the division heads of the Mental Health Services in such matters. Studies regarding budgetary and work program data are also among the duties which this person is needed to perform. Position 50% reimburseable by State under Short-Doyle Act.

B. B239 Statistician @530/644 (1)

This person is badly needed to allow evaluation of the activities and case load of the Community Mental Health Services. In addition, the Statistician must be provided in order to carry out the mandate of the Community Mental Health Services' Ordinance of 1958, which states that the Director of Mental Health Services shall make such evaluative studies as is necessary to identify the mental health needs of the city. As well as evaluating the present state of mental health and illness in San Francisco, the Statistician would help in the evaluation of program results. Without an evaluative program, proper program direction is not possible. Neither the Community Mental Health Services nor the statistical staff of the Department of Public Health is able to supply such service at present. This person would work closely with the other people in the Department of Public Health Statistical Bureau. Position 50% reimburseble by State.

2.561.140.000 Fees and other Compensation

C. O. E. 140 Fees and other Compensations
In-service Training

This amount is for 120 hours of in-service training activities at $25. per hour. It is necessary to keep up with latest advances, also to train those employees who are not fully educated in mental health work, including nursing personnel.

Consultation

For Consultation Program 8 hours per week at $15 an hour by private professional personnel, mainly psychiatrists. To increase services to community agencies.

Total $2500

These services are in the nature of in-service training in mental health problems and approaches for nonpsychiatric agencies. Consultation regarding individual cases is given so that the other agency can continue to handle the case wherever possible. The general aim is to increase the amount of skilled help available to persons in San Francisco through the use of many separate social agencies such as the Public Welfare Department, the Council of Churches, the probation program, the YMCA, other bureaus of the Department of Public Health, and many other agencies. These consultation services are helpful both to regular staff workers and to administrative officers regarding the mental health aspects of their program planning.

2.561.200.000 Contractual Services

D. O. E. 204 Rental of Auto Equipment

One economy type auto to be used by Program Chief, Chief Clinical Psychologist and Director of Psychiatric Social Work, in their many trips to clinics and to meet with other agencies. Leased equipment is 50% reimburseble by the State of California.

($108. per month at 12 months $1296

E. Annual salary increment.

2.561.200.000 Contractual Services

A. O. S. 206 Travel Expenses - Non Local

(a) To allow one trip to the annual meeting of the American Psychiatric Association. Membership authorized in Adm. Code Sec. 16.6.10. To also include three trips to California Conference of Local Mental Health Directors and one trip to study Los Angeles Suicide Prevention Center.

50% reimbursable by the State.

(b) Annual meeting of the American Psychiatric Association

Official Travel
Number of Persons to attend: 1
Membership authorized by Ordinance No. 16.6.10
Date of Meeting: May 1963
Place Requested: Not yet determined.
Amount Requested:

Per Diem Allowance	5 days at 20	$100.
Travel Expense		265.
		$365

(c) To provide funds for travel to Program Chief of Mental Health Services for one trip to the Los Angeles Suicide Prevention Center for study.

Per Diem Allowance	3 x 20	$ 60.
Travel Expense	1 x 30	30.
		$ 90.

(d) To provide funds for travel by local Director of Mental Health Service and the Program Chief to attend three meetings of the California Conference of Local Mental Health Directors. State reimbursement of 50% is allowed under the Short-Doyle Act. Attendance by these two health officials is most vital in order to comply with current regulation and changes in standards, rules and regulations of the Short Doyle Act for Community Mental Health Services.

Fall Meeting:	2 days	When and Where Called	PerDiem Allowance 2 x 2 days x 20	$80
			Travel Expense 2 x 40	80
				$160
Spring Meeting:	2 days	When and Where Called	Per Diem Allowance 2 x 2 days x 20	$80
			Travel Expense 2 x 30	60
				$140
Winter Meeting:	4 days	Bay Area	Per Diem Allowance 2 x 2	$80
			Travel Expense 2 x 10	20
				$100

Total requested (50% reimburseble by the State) $400

2.561.200.000 Contractual Services

A. O. E. 216 Maintenance and Repair - Auto Equipment (PUR)

To provide for necessary maintenance of the station wagon used to transport mental patients, to and from San Francisco General Hospital.

$ 240.

B. O. E. 225 Tabulating Service (PUR)

Estimated figure for one year's IBM tabulating and date processing jobs for the C. M. H. S. Includes monthly, quarterly and annual Statistical runs for the State Department of Mental Hygiene, the United States Public Health Services and analysis of both work load and program data of the various divisions of C. M. H. S.

To evaluate characteristics and results of total program according to need and also Section 2 (c) of Health Code Ordinance No. 193-58.

$2400.

C. O. E. 241 Rental of Office Equipment

Calculating Machine	(1)	$ 582
Dictating and Transcribing Machine	(1)	160
Adding Machine	(1)	160
Electric Typewriter	(1)	470
Mimeograph Machine	(1)	564
	Total	$1936

50% reimbursable by State

2.561.203.000 Use of Employees' Cars

D. O. E. 203 Use of Employees' Cars

Program Chief, Chief Clinical Psychologist and Director of Psychiatric Social Work for local travel to Clinic, and agency meetings.

$ 200.

2.561.267.000 Medical Service and Care

E. O. E. 267 Private Hospital Care and Day Treatment Center

Private Hospital Care	$120000
Day Treatment Center	48828

120,000 is for the purpose of reimbursing private psychiatric clinics under contract with the city. 48,828 is to continue a new contract which began in 1960-1961 fiscal year. This program is for psychiatric rehabilitation services and is the only one available in the City. This service allows for extensive care of persons who would otherwise have to be in a hospital. This is pro-rated on a unit of service basis and is 50% reimbursable by the State of California.

F. O. E. 298 Other Contractual Services

Special services required for Program Administration.

2.561.300.000 Materials and Supplies

A. O. E. 321 Fuel Oil and Lubricants (PUR) $ 500.

This is for the station wagon requested and for the office compact car. At the present time several police or ambulance calls must be made each day, to San Francisco General Hospital.

B. O. E. 371 Stationery and Office Supplies $ 1200.

Based on experience of 1961 and also expansion of clerical and reporting activities. Since the C. M. H. S. is new, many supplies are still needed for proper establishment of procedures.

2.311.400.561 Equipment

C. End Tables (2)

The waiting room has no place for magazines and ash trays. These tables are for this purpose.

D. Desks (2)

These are for the two new employees requested.

E. Executive Chairs (2)

For the two new employees requested.

F. Requested in Supplemental Budget, 1961. To fulfill unmet Program and patient needs.

G. Four-drawer Filing Cabinets (2)

These are urgently needed since our present three filing cabinets are filled and all of the excess material has either been stored elsewhere or discarded.

H. "Thermofax" or similar photocopy machine (1)

Many pieces of correspondence which come to the Program Chief's office must be copied for distribution to division chiefs or to Dr. Sox and other city officials. Such a machine will save an enormous amount of secretarial time.

2.561.800.000 Fixed Charges

I. O. E. Fixed Charges (854)

Membership in American Psychiatric Association for Program Chief. $ 100

FORM 4170

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC HEALTH - ADULT GUIDANCE CENTER

BUDGET EXPLANATIONS

Index Number 563

FISCAL YEAR 1962-1963

Sheet Number 1

In the fiscal year 1959 to 1960 the Adult Guidance Center:

Served 1418 different patients. 55% of these were new patients. Of the readmissions, 60% had been out for more than a year.

Discharged 1162 people. 67% of these were significantly improved and 11% were recorded as an unknown result.

The median age was 46. Each patient had an average of 9 visits. 93% of the patients received treatment, and in addition to psychotherapy 97% of those treated received some sort of medication.

The State Department of Public Health Division of Alcoholic Rehabilitation informally mentioned to me that their long-term follow-up study in which they are still involved seems to show rather good results coming out of the Adult Guidance Center. These figures are the only helpful ones available at this time, as far as I know.

A. 2574 Clinical Psychologist @ 644/782 (2)

The present staff of one supervising psychologist and one L404 psychologist are completely inadequate to provide the basic psychological services required. Psychodiagnostic testing and intake conferences and reports currently must be scheduled on a very selective priority basis. Many patients, who should be evaluated, cannot be because of the limited staff. In addition, the very important functions of consultation, teaching, research, program evaluation, individual and group therapy cannot be carried out without additional psychological staff.

B. 2566 Rehabilitation Counselor @ 505/613 (1)

Vocational problems are often at the forefront of psychological problems. There are many instances of patients' being helped almost primarily through this kind of counseling. One of the major goals of this Clinic is to enable the patient to assume a productive role in society. Without explicit function of psychiatric rehabilitation, it is incongruous that vocational rehabilitation counseling services are not an integral part of the program.

Therefore, we are requesting a staff psoition for a vocational rehabilitation counselor in order to meet this need.

2.563.110.010 New Employment - San Bruno Jail

C. 1424 Clerk-Typist @ 333/405 (1)

The San Bruno Jail clinic for alcoholics has no typist. Either the professional staff or one of the prisoners does the typing and record-keeping at present. This position is a necessity.

D. 2574 Clinical Psychologist @ 644/782 (1)

This rehabilitation clinic has only one half-time psychologist working there now. He must participate in the evaluation and therapy of the 250 drunk-related admissions to the Jail each month. These services are inadequate and for this reason we are asking for another psychologist.

2.563.200.000 Contractual Services

E. O.E. 201 Travel Expense-Local — AMOUNT REQUESTED $90

Fares for patients to go to and from San Francisco General Hospital.

F. O.E. 206 Travel-Non Local — AMOUNT REQUESTED $410

To allow participation in meeting of North American Association of Alcoholism: Nov. 5-9, 1962. (Membership authorization pending.)

Per Diem 5 as x 20	$100
Travel Expense	310
Place: New York City	

G. Annual salary increment.

2.563.200.000 Contractual Services (Continued)

A. O.E. 218 Maintenance and Repairs - Office Equipment — AMOUNT REQUESTED $40

Overhaul 1 typewriter

B. O.E. 235 Subscriptions to Professional Periodicals — AMOUNT REQUESTED $250

Increased prices on subscriptions

C. O.E. 236 Laundry — AMOUNT REQUESTED $800

Slight increase over previous year
Present service is inadequate for full 12 months of service required.

D. O.E. 241 Rental of Office Equipment — AMOUNT REQUESTED $475

Typewriter Manuel	(1)	$155
Dictating Machine	(2)	320

50% reimburseable by the State

E. O.E. 218 Maintenance and Repairs - Office Equipment — AMOUNT REQUESTED $20
Service for new typewriter

F. O.E. 235 Subscriptions — AMOUNT REQUESTED $50
Subscriptions to state and national journals on criminology, probation and rehabilitation to assist in staff and program development.

2.563.203.010 Use of Employees' Cars - San Bruno Jail

G. O.E. 203 Use of Employees' Cars — AMOUNT REQUESTED $950
Round tip to the San Bruno Jail is 32 miles. Based on past experience, this amount is necessary for the coming fiscal year. Field Visits to patients and agencies are also needed. At a minimum of 10 round trips weekly, the amount requested will be depleted in one year.

2.563.300.000 Material and Supplies — AMOUNT REQUESTED $1,100

H. O.E. 371 Stationery and Office Supplies
Stationery, forms, charts, records and psychological test materials and supplies

2.563.300.010 Material & Supplies - San Bruno Jail

I. O.E. 331 Household & Institutional Supplies — AMOUNT REQUESTED $75
For use in jail clinic program

J. O.E. 371 Stationery and Office Supplies — AMOUNT REQUESTED $320
Stationery, including forms, charts, records psychological test materials and supplies.
Increased personnel and case load.

2.563.361.000 Drugs, Chemicals & Gases

K. O.E. 361 Drugs — AMOUNT REQUESTED $18,800
Based on price increase

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC HEALTH - ADULT GUIDANCE CENTER

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 563 Sheet Number 3

2.563.361.010 Drugs, Chemicals, & Gases - San Bruno Jail

A. O.E. 361 Drugs
augmenting the program and providing the proper spectrum of psychopharmacology requires an increase in the drug budget

AMOUNT REQUESTED
$1,992

2.563.400.000 Equipment (Pur)

B. O. E. 412 Replacements:

AMOUNT REQUESTED

Typewriter, Electric	$470	
Scrap Value Royal KMG 393-5893	-10	$460
Typewriter, Manual	$200	
Scrap Value Royal KMG19-4393499	-10	$190
		$650

These typewriters have been in constant use for over ten years and are in such poor condition they should be replaced. One of these typewriters should be replaced with an electric typewriter in order to provide, with one typing, enough copies of reports that are frequently required.

C. This equipment is to provide comfort for the patients, and satisfy unmet needs in the clinic.

D. These two sets of office equipment are for the Clinical Psychologist and Rehabilitation Counselor, which are requested for the Adult Guidance Center at 150 Otis Street.

E. Deleted by Chief Administrative Officer.

F. Desks, Typist
One for the new General Clerk-Typist.

G. Typist Chair
General Clerk-Typist position.

H. Deleted by Chief Administrative Officer.

I. Cabinets, Filing
All records and material relevant to clinic operation are of a confidential nature and must be filed in a secure place for reference.

J. Chairs, Folding
Chairs are needed for patients' group therapy meetings and conferences.

K. Tables
Two 60" tables are needed for patients' group therapy meetings and conferences.

L. Cabinet, Medicine
For doctor's office and to provide security on medications.

M. Desk Lamps
To provide adequate illumination for desk work by staff.

N. Bookcases
For professional reference books and periodicals.

O. Chairs, straight back
For patients' use on rehabilitation tier.

P. Books, professional
It is necessary for staff development and efficiency to build and maintain a library of modern treatment and rehabilitation approaches in custodial settings.

2.563.800.000 Fixed Charges (Pur)

AMOUNT REQUESTED
$35

Q. O.E. 854 Membership North American Association of Alcoholism - Annual Dues

2.565.110.000 New Employment

A. 1441 Senior Clerk-Stenorgrapher (1)

The Senior Clerk-Stenographer is needed to increase from two to three stenographers and also to give one Senior Stenographer who will supervise the total clerical operations, which include not only stenographic work but also records and accountkeeping since this Clinic collects fees, as do the other divisions of the Community Mental Health Services. The work is difficult and complex and also involves handling children and parents with emotional problems in a sensitive and kindly way.

B. Senior Assistant Resident (1)

These physicians are men in their second or third year of specialized psychiatric training. They are paid less than one-third the salary of a staff psychiatrist. They will greatly increase the number of children and parents treated in the Child Psychiatric Clinic. This is a real bargain in professional services. Services to emotionally disturbed children are pinpointed by agencies all over the community as our most pressing unmet need. These men will be affiliated with the University of California Medical School but will be under the supervision of the Community Mental Health Services.

C. 2574 Clinical Psychologist (1)

Another psychologist is requested because of the great demands for increased services in this Clinic. The psychologist does diagnostic testing, treatment with children and parents and also gives consultation services to Public Health Nurses and other social agencies. About three dozen agencies in the community have requested mental health consultation services to their staff. This particular way of improving services to emotionally maladjusted people is one of the most important and economic methods available to a community.

D. 2930 Psychiatric Social Worker (1)

Psychiatric casework families and children must be increased to handle the demands for service and waiting list of families needing help with critical problems. Most of these are school children unable to make a school and family adjustment. This trained professional worker also participates in giving additional consultation services, as mentioned above.

E. This group of three professional persons constitutes a district psychiatric team. They will work in a particular health district in relation to the district health center personnel, possibly in the Mission or Marina-Richmond District. This small group of people will give immediate psychiatric help by making house calls, by seeing people at the health center, by working with local agencies, such as schools and welfare personnel, and by giving consultation to the district health center staff. Their functions would include prevention of severe illness and hospitalization by catching the problem when it is still early and has not reached the point of severe illness. Where severe illness is also a fact, then they will help by seeing that referrals to proper treatment agencies are made quickly and smoothly.

2.565.200.000 Contractual Services

EE O.E. 201 Travel Expense - Local Fares $ 200

for traveling to and from health centers and other agencies where mental health consultation work is done. Additional for district psychiatric team of three people.

F. O.E. 231 Light, Heat and Power (LHP) $ 1,000

utilities are already included in terms of lease as executed by Real Estate Department.

G. O.E. 235 Subscriptions $ 75

Subscriptions of Professional Journals

H. O.E. 241 Rental of Office Equipment

Edison Envoy Dictating Machine	(2)		$ 315
Remington Typewriter	(1)		125
Typewriters, Manual	(2)	New	400
Dictating and Transcribing Machine	(1)	New	158
Electric Typewriter - small	(1)	New	320
			$1,318

50% reimbursable by the State

2.565.203.000 Use of Employees' Cars

I. O.E. 203 Use of Employees' Cars $500

To reimburse employees for use of automobiles, including district psychiatric team.

2.565.300.000 Materials & Supplies

J. O.E. 371 Stationery and Office Supplies $536

Office Materials and Supplies
Psychological test materials

K. O.E. 391 Recreational Supplies $ 88

Expendable equipment and supplies for therapy playrooms for children. There are two playrooms at present and both need new equipment in line with more modern therapeutic concepts.

2.311.400.565 Equipment, New (Pur)

L. As requested in 1961 supplemental appropriation to meet program needs, patient comfort, and staff requirements.
C - Conference Room
G.T.- Group Therapy
W.R.- Waiting Room

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC HEALTH - CHILD PSYCHIATRIC CLINIC

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 565 -- Sheet Number 2

A. For new personnel requested and shortage of chairs in offices.

B. 1 - Small Table with two chairs - for Children.

For the furnishing of the waiting room. Several children and their parents are frequently waiting to see their therapist. This keeps the children occupied.

C. Small Wooden Boxes.

To store toys in the play-therapy rooms.

2.565.600.000 Fixed Charges $12,000

D. Rental of office space and insurance is 50% reimbursable by the State.

E. Annual salary increment.

F. Rental of quarters at 1500 Grove Street as negotiated by Real Estate Department annually. Fifty percent reimbursable under Short-Doyle Act.

2.567.110.000 New Employment

A. 1630 Account Clerk @ 358/436 (1)

The large amount of bookkeeping on the Psychiatric Service at San Francisco General Hospital has severely taxed the resources of the hospital accounting office. This Account Clerk would work under the functional supervision of the hospital accounting office, although he would be part of the psychiatric service administrative staff. Matters of purchasing, supplies, billing and other paper work, including summarizing accounts, would be assigned to this Account Clerk and would simplify the handling of the psychiatric service work. Since we have 550 admissions per month plus the new admissions in the Psychiatric Clinic, this represents almost one-fourth of the total hospital admissions. The need for an Account Clerk is great.

B. 1424 Clerk Typist @333/405 (1)

Large backlog in present paper work, rapid turnover of patients creates serious record-keeping problems. At present we are unable to supply information about patients to the State hospitals at the time of admission.

C. 2444 Clinical Laboratory Technologist @ 469/570 (1)

At present we must rely on medical students to do the large number of admission laboratory tests. This is a part of their schooling and they are not always willing to do it for the small recompense which they receive . Their skills are also frequently inadequate to do accurate testing. An emergency situation now exists since the medical students have refused to do this work. A temporary stopgap arrangement has been made by the Director of the laboratory, which indicates that a full-time technician is necessary. This person, although part of the Psychiatric Service, would work under the technical direction of the clinical laboratory.

D. L356 Senior Assistant Resident @ 302/302 (2) or L-354 Assistant Resident @ 261/261

These are physicians in their first or second year of specialized psychiatric training. They receive $302 per month for a 56 hour week. Present medical coverage is not sufficient to carry the load. The addition of a new ward to the inpatient service at San Francisco General Hospital means that there will be three observation wards instead of two. These two additional residents are needed for this ward. The San Francisco Hospital Committee on Residents have approved this addition. This will enable us to give more adequate emergency treatment to the many people brought into our observation and admission wards.

E. 2930 Psychiatric Social Worker @ 518/628 (2)

At present we have no Psychiatric Social Worker on the whole observation service. One Medical Social Worker is covering the entire load of 550 admissions per month. This allows only the most sketchy attention to the complicated and critical needs of these patients. Two additional social workers are absolutely essential. This will provide one social worker for each of the three observation wards.

F. 1424 General Clerk Typist @333/405 (1)

At present two treatment wards have only one clerk between them. They are on two different floors and it is nearly impossible for one clerk to do the routine paper work and other duties for both wards. An additional clerk-typist is needed so as to give one to each ward. The ward clerk answers the telephone, makes telephone calls, completes routine ward reports, does other types of paper work and typing. This work was formerly done by the nurses, which prevented their being on the ward in direct contact with the patients. Psychiatric patients need intensive personal attention, and nursing time must be provided to the maximum extent possible.

G. Requested in Supplemental Appropriation for the opening of Ward 64.

H. Annual salary increment.

I. Reassignment of personnel from Admitting Service to newly established Referral Center.

2.567.110.030 New Employment

A. L357 Resident Physician @458/458 (2)

These doctors are in their third year of psychiatric training and receive approximately half the salary of a staff psychiatrist for a 56 hour week. The two resident physicians will work on the treatment service to give direct intensive individual and group therapy to these patients. At present we can give only minimal direct attention to the patients who come to us needing intensive care. Each patient should be able to have an interview with his doctor daily while on this service. (The request for additional resident physicians in this budget has been also studied by the University of California Resident Committee at San Francisco General Hospital. This Committee approves and supports the present request for greatly increased resident services.) It should be noted that an increased resident staff decreases the need to request additional staff psychiatrists. The work of the residents is guided and reviewed by the Senior Physician-Specialist.

B. 2574 Clinical Psychologist @ 644/782 (1)

At present there is only one Clinical Psychologist to do all the psychological testing for the San Francisco General Hospital. The 550 admissions per month need intensive evaluation; the patients on the treatment service need attention and study from a therapeutic standpoint and the General Hospital needs psychological consultation. It is barely possible to do anything now. One additional Clinical Psychologist will increase the services mentioned above. (There should be at least one psychologist per ward plus a supervisor.)

C. L356 Senior Assistant Resident @ 302/302 (2)

These doctors are in their second year of specialized psychiatric training and are paid $302. per month. They will provide the intensive psychiatric treatment for all of the patients on this ward. Their work will be revised by the Senior Physician-Specialist.

D. Instructor of Psychiatric Nursing @458/556 (1)

The nursing instructor is a trained psychiatric nurse with teaching skills who will work with the regular nurses and orderlies, most of whom are untrained in psychiatric theories and procedures. She will also instruct the affiliate student nurses who are assigned to the psychiatric service. The in-service training needs are particularly felt by the nursing personnel as well as the administration.

2.567.110.040 New Employment

E. 2574 Supervising Clinical Psychologist

Required by Short-Doyle Act.

F. 1424 Clerk-Typist @333/405 (1)

This busy Clinic has only one stenographer. This person must type all the clinical records, keep the administrative records, answer the telephone, and function as a receptionist. When she is ill or on vacation, there is no replacement. The daily work load is more than sufficient for two full-time clerical workers. The additional clerk-typist being requested is one of the most pressing needs of the Clinic from the administrative standpoint.

G. L357 Resident Physician @458/458 (1)

This is a doctor in his third year of psychiatric training. He is paid half the regular staff salary. He will do regular psychiatric therapy with the outpatients who come for intensive group and individual treatment. The patients who come to this Clinic come direct from other agencies in the community and also from the treatment wards of our own hospital. Many hospital re-admissions are prevented every year. Additional services of all types are badly needed.

H. 2574 Clinical Psychologist @644/782 (1)

This psychologist would be assigned to the diagnostic and evaluation work of the Psychiatric Clinic. At present there is no Clinical Psychologist there. He would work under the supervision of the Supervising Clinical Psychologist who will also oversee the work of the psychologists on the inpatient service.

2.567.110.040 New Employment

A.2233 Supervising Physician-Specialist @1154-1404 (1)

This Clinic has operated for several years with all physicians having only the classification of Physician-Specialist. One of these psychiatrists has agreed to function temporarily as Director of the Clinic and to undertake all the administrative responsibilities until proper classification of the Director's position is carried out. This position is comparable to the Director of the Child Psychiatric Clinic or the Adult Guidance Center. The Supervising Physician-Specialist is the administrator and must direct the work of psychiatrists, social workers, rehabilitation counselors, psychologists, and clerical workers. He must be skilled and experienced and should be classified appropriately for administrative reasons and also for proper recognition and pay. An additional psychiatrist is needed to provide more consultation services to meet the heavy demands from community agencies and particularly the Public Health Department. The other Part of the program which is inadequately developed is the follow-up care of patients who have been discharged from State Hospitals and are trying to re-establish themselves in their home community.

NOTE: The Short-Doyle contracts with private psychiatric clinics have not changed the necessity of further development of this Clinic. We have a particular type of program which is different from the others. We care for extremely sick patients who are often psychotic or on the verge of a mental breakdown. Our special follow-up services of post-hospital patients are also not duplicated. No help was given to this Clinic in last year's budget, therefore the administrative and treatment program deficiencies have continued for an additional year. Our proposed 5-year program for the development of adequate psychiatric facilities in San Francisco includes considerable expansion of this facility with the eventual development of a branch in west San Francisco. A great deal of social disruption and chronic hospitalization is prevented by the work done here. All positions are 50% reimbursable by the State.

B.1444 Clerk Stenographer 358/436

There is no clerical help in the Screening and Referral Center at the present time.

C.L357 Resident Physician @458/458

This professional personnel is requested so that the important community-wide services of this Center can be increased. They now have only three people. Hundreds of calls and inquiries are made every month and people are seen for help and advice on an immediate and informal basis. The general community has shown great interest in this service and its enlargement since it affords one central place to which any person can go who has a question or a problem relating to emotional maladjustment or psychiatric disorder. Some cases are treated immediately for a very few visits in a two-week period. Others are helped to be admitted to other more appropriate treatment services, whether private or public. Home visits are planned as part of the evaluation and immediate treatment service offered. Building this group is an important part of our over-all program to move our services closer to the people in the community who are in need. Early treatment and prevention of serious disorder is the major aim of this group, just as with the district psychiatric team and with the consultation program.

2.567.200.000 Contractual Services-Administration

D.D. E. 241 Rental of office Equipment

1 adding Machine		
2 Typewriters	$348	
2 Dictating and Transcribing Machines	320	
1 Typewriter (New)	160	
	$828	$828.

1 additional typewriter for increased staff

50% reimbursable by State

2.567.200.000 Contractual Services-Administration

A. O. E. 240 Telephone Directory Service

To facilitate the location of families of patients and social service investigations.

2.567.200.020 Contractual Services-Observation

B. O. E. 241 Rental of Office Equipment

Typewriters (1) Electric $324.

For additional personnel.

50% reimbursable by State

2.567.200.030 Contractual Services-Treatment

C. O. E. 219 Maintenance and Repair $250.

Repair Fund of $250 for repair of the Electroencephalograph Laboratory. Equipment in this department is intricate and expensive and is used daily. Most general electricians are completely unfamiliar with this type of electrical apparatus, and in the event of a major repair, a person who specializes in this field must be called in.

D. O. E. 241 Rental of Office Equipment

Typewriter (1) Manual $175.

2.567.200.040 Contractual Services-Adult Psychiatric Clinic

E. O. E. Rental of Office Machines O.E. 241 $350.

Typewriters (2) Manual

2.567.200.050 Contractual Services-Referral Center

F. O. E. 204 Hire of Automobiles

$108 per month x 12 $1296.

O. O. E. 241 Rental of Office Equipment

Typewriter (1) Electric $325.

Dictating and Transcribing Machine $160.

For additional personnel.

50% reimbursable by the State.

2.567.300.000 Materials and Supplies

H. O. E. 371 Stationery and Office Supplies

Required for increased operations.

A.2.567.300.020 Materials and Supplies

Current years experience indicates that the usage in this area far exceeds the amount budgeted in order to bill the State under Short-Doyle, the funds must be included in the budget submitted to the state.

B.Transferred to Screening and Referral Center.

C.Based on increased patient load and as explained above.

D.For new employments requested herein.

E.Office equipment for psychiatrists and social workers on Wards 92 and 94. The locker is for nursing personnel. The 12 chairs are for the group-therapy room.

F.These items of ward equipment have been requested by the nursing department to more adequately equip the ward. The mattresses are to replace present worn-out ones. The ice chest is for the ward kitchen, the small refrigerators are to give one each to Wards 94 and 92 for the purpose of keeping biological medications and also urin and blood specimens which need to be kept overnight. The chart rack is necessary to conveniently hold the many clerical records. It must be on wheels so that it can be moved about the ward as the doctors make rounds. The high-power suction apparatus is a lifesaving safety measure for the purpose of aspirating mucus from patients' throats after electroshock treatment and other similar emergency purposes. The dressing cart is a self-contained unit which has anumber of items for both emergency and routine care of patients' external conditions. Reference books are for the ward staff and include textbooks in psychiatric nursing, a medical word finder for the secretary and a psychiatric dictionary for each ward. The other equipment is self-explanatory.

G.As requested in the Supplemental Budget of 1961 for the furnishing of the new Ward 64.

H.Chart Racks

1 - Chart Rack on rollers is requested. One is for Ward 95.

I.These are for the patients' comfort and more attractive furnishing of the ward. Electric razors are needed for safety reasons. The patients can then shave themselves.

J.This is laundry equipment for Ward 95. It should be recalled that these patients live on this ward for three months. They are ambulatory and should be encouraged to do as much as possible for themselves. They are able to take care of their own laundry and wear their own clothing. It is impractical to send patients' personal clothing to the hospital laundry. Since they are walking about, they must wear regular casual street clothing. They also go to the recreation area and some times go out on pass, therefore clean clothing is always a necessity. The laundry activities will be supervised by personnel.

K.The electric grills are for Wards 95 and 64 so that extra nourishment for the patients can be prepared by the nurses in the ward kitchens. Two large electric skillets would do just as well.

L.Bedpan Sterilizers

2 - Bedpan Sterilizers. These are needed for treatment Wards 95 and 64.

M.This equipment is for the comfort of patients awaiting Clinic Service.

N.This equipment is required to furnish the screening and referral unit.

Form 4280

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission CALIFORNIA PALACE OF THE LEGION OF HONOR

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 611 Sheet Number 1

1 A Increments:

	B 302	$376/12
	B 425	$505/8 - $530/4
(1)	C 180	$493/12
	Y 10	$613/6 - $644/6
	Y 30	permanent requisition $469/6 - $493/6
(1)	Y 46	$493/12
	Y 10	$710/12

1 B Insufficient funds (to cover fiscal year) in present budget, for employees who must work additional shifts because of illness of other employees, vacations and overtime required in connection with preparation and installation of exhibitions.

1 C Funds requested for holiday pay for the following:

	per diem	12 holidays
1 General Clerk-Stenographer E 408 (or Addressing Machine Operator)	$ 30.95	$ 371.40
1 Janitor C 104	27.35	328.12
2 Watchmen C 152	26.04	624.96
3 Gallery Attendants C 180	34.23	1234.08
1 Operating Engineer O 168.1	40.44	485.28
		$ 3043.84

Board of Trustees requests that sufficient funds be appropriated to permit this museum to maintain a holiday schedule for the convenience of the visiting public. Increase over last year's appropriation is due to salary increases.

1 D To provide for temporary help when one of the regular employees is on sick leave and his duties must be performed during his absence, and for additional curatorial help to assist in the general functioning of the museum and in the educational program.

1 E Cost of transporting objects of art which are given to the museum during the year, as well as transporting (to and from the museum) art collections on loan to the museum on a long term basis.

1 F Travel expenses of Director and/or Curators while on research trips, negotiating future exhibitions or contacting potential benefactors. Funds requested also provide semi-annual trips for Director to eastern United States to plan and organize exhibit arrangements for scheduled exhibitions.

1 G To provide funds for proper care of equipment which requires routine servicing to maintain in a safe and efficient operating condition. Contract service for overhaul of typewriters alone averages $40 per machine.

1 H Routine reproduction charges have increased.

2 A This request based on estimate of Bureau of Heat, Light, Power (PUC letter of December 18, 1961).

2 B Anticipated requirement based on current and previous years expenditures. Also includes funds for relocation of telephone from Educational department to Library, at non-recurring cost of $15.

2 C To provide sufficient funds for postage. Requirements caused by increases in mailing lists and correspondence and increased postage rates.

2 D To provide funds for photographing special exhibitions and objects of art in permanent collections for records and inventory control, and for outs and printing of museum bulletin, special exhibition bulletins and monthly calender of events. Additional funds are requested for photography in lieu of photographer, as it is believed the requirements of the museum can be fulfilled more economically by contract services rather than an increase in personnel.

2 E Publicity services in connection with the museum's exhibitions and educational activities for the information of the general public and the attraction of visitors and securing donations - $3600. The contract for this service is $2400 at present, which is an insufficient amount for the service required.

Care and maintenance of the museum's one hundred thousand dollar organ - $720. Contract for this service is $500 at present. An increase is in order if satisfactory services are to be maintained. Organ concerts are given each Saturday and Sunday for the benefit of the general public. Age of organ requires additional maintenance each year to maintain in good condition.

2 F This item includes funds for miscellaneous contractual requirements and promotional expenses of Director in the interest of the museum and the city.

2 G To reimburse employees who must use private cars on museum business when public transportation is impractical or not available. The time element involved in travel and location of the museum must be taken into consideration in reviewing this request.

Two Educational curators give about fifty lectures a month in the public schools of San Francisco and are frequently called upon to appear on TV or radio broadcasts for the museum. It is mandatory they use private cars - and average 200 miles each per month.

Two other curators are frequently required to use their cars in organization and assembly of material from local sources for exhibitions. Each curator averages a minimum of 200 miles per month in the performance of these duties.

The Secretary of the Board of Trustees is required to make frequent trips to the City Hall and other offices, involving travel of about 150 miles per month.

Funds for the Achenbach Foundation for Graphic Arts, which were previously requested under separate appropriation are now consolidated with museum's automobile allowance request. Last year's budget approved $50 for the Achenbach Foundation for Graphic Arts.

3 A This request provides for: - - (Funds for the Achenbach Foundation for Graphic Arts, which were previously requested under separate appropriation, are now consolidated with museum's Exhibitions appropriation. Last year's budget approved $2000 for AFOA.)

1. Exhibition fees for special exhibitions.
2. Travel expense of Director and/or Curators in organizing and planning special exhibitions and for travel expenses of personnel from other museums who by agreement in contract must accompany the exhibition.
3. Cost of printing a catalog for a special exhibition to be held during the fiscal year in addition to routine printing in connection with exhibitions.
4. Cost of transporting exhibitions to be held at the museum during the year. The weight and cube of most exhibits when packed for shipment is considerable.
5. Routine expenses incurred in the organization and presentation and in the installation of exhibitions to be held at the museum during the fiscal year.
6. Funds for services in connection with matting and preservation and restoration of prints which must be done on contract. This work can be done more economically under contract than to establish a new position of technician in the print department.

3 B This request provides funds for:

1. Lumber, building and electrical supplies for normal maintenance and operation of building and for construction work involved in special exhibition installations.
2. Fuel oil requirements for heating building and gasoline for truck.
3. Normal housekeeping and janitorial requirements.
4. Stationery and office supplies.

3 C Present carpet in theater and stairway entrances was laid at time of opening of museum about 38 years ago. There are many worn and frayed sections of carpet which could readily cause a serious fall or injury to those who use the theater, which is frequently open to the public. Estimate, which includes removal of old carpet and cushion and installation of new carpet and cushion, provides for carpet of heavy velvet all wool construction and 50 oz cushion silver step quality.

3 D Replace Burroughs adding machine, hand, SA21592. Purchaser's inventory 17-62. Estimated turn-in value $10. Funds requested provide for purchase of Remington 110-148, 10 key machine.

3 E Replace 1956 Ford 1/2 T Panel - license No. E 86-041. Mileage out of order. Replacement recommended by Purchasing Department. Estimated turn-in value $150. International truck, metro body, AW 160 series, best suited for museum requirments and funds requested for this truck.

3 F This truck required for handling of prints in the print department (AFOA).

4 A Chairs required for lectures and organ concerts.

4 B Lamps required for offices.

4 C Safe required for security of money and other valuables of small size. At present the museum does not have a first class safe and frequently considerable sums of money must be kept in the building overnight and weekends. Funds requested for most suitable type - #3016 CL Style 1.

4 D This tool required for construction of picture frames.

4 E Stoves required for staff lunch rooms. Nearest public restaurant one mile from building.

4 F Heaters required in offices when main heating plant not in operation.

4 G Reference books, glass slides, color and black and white reproductions are for the museum's reference library(includes $500 for Achenbach library). (Funds for the Achenbach Foundation for Graphic Arts, which were previously requested under separate appropriation, are now consolidated with museum's appropriation. Last year's budget approved $200 for AFGA.)

4 H Ordinance No. 4750, approved December 10, 1947, authorizes membership in the following organizations:

American Art Research Council
American Association of Museums
American Federation of Arts
American Society of Aesthetics
American Society of the French Legion of Honor
Association of Art Museum Directors
California Historical Society
California Society of Etchers
Cleveland Museum of Art Print Club
College Art Association
Color Slides Cooperative
International Society of Museum Officials
Los Angeles Museum Patrons Association
Museum of Modern Art
National Geographic Society
Portland Art Museum Membership
San Diego Fine Arts Gallery Membership
San Francisco Art Association
San Francisco Federation of Arts
San Francisco Museum of Art Membership
Santa Barbara Museum of Art Membership
Seattle Art Museum Membership
Western Association of Art Museum Directors

Ordinance 4942 as amended, authorizes membership in the following (for the Achenbach Foundation):

International Graphic Arts Society
National Serigraph Society
Print and Drawing Club of Art Institute of Chicago
Print Club of Cleveland
Print Council of America
Print Makers Society of California
Society of American Graphic Artists

Membership dues in most of the above organizations have increased.

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission CALIFORNIA PALACE OF THE LEGION OF HONOR

BUDGET EXPLANATIONS

Index Number 611

FISCAL YEAR

Sheet Number 5

5 A	Permanent Salaries:	General	$ 198,276	
		AFGA	17,400	
	Overtime:		800	
	Holiday Pay:		3,044	
			$ 219,580	
	Retirement Factor:	6.236		
	Retirement Allowance:		$ 13,699	

5 B	Social Security per annum:	26 employees @ $4800 - -	7/1/62 - 12/31/62	@	3-1/8 %	$ 1950
			1/1/63 - 6/30/63	@	3-5/8 %	2262
						$ 4212

5 C As directed by Health Service office.

5 D To provide funds for coverage of paintings, prints and sculpture on loan to the museum and to cover museum paintings and prints when on loan. (Insurance for AFGA, previously requested in separate appropriation, now included in this request.)

5 E This item covers one-half salary of Restorer - whose services are shared by California Palace of the Legion of Honor and M.H. de Young Memorial Museum.

C1 A A large area of ceiling and upper walls has been damaged and stained from leaks which have been repaired. Due to height and size of room, extensive staging required which greatly increases cost of rehabilitation.

C1 B Improvements:

		Expenditure 1960-1961	From Previous Year	Expenditure 1961-1962 1st 6 mo.	Probable 2nd 6 mo.	Probable for Year
0.611.500.000	Rest rooms and tearoom. Install exhaust blowers.	9605				
0.611.502.000	Installation of period room.		26000	1877	24000	25877
0.611.506.000	Remodel reception desk and lobby.		10000		10000	10000

C1 C For preparation of preliminary cost estimate for storage area under Court of Honor. Additional storage urgently required. Underground construction is the most economical and design of building will not be destroyed.

C1 D Fire Department recommends that this roadway be kept clear for emergency use of fire equipment. The only parking facilities now available for employees, tradesmen and workmen are on shoulder of this roadway and back of building.

Adequate parking area can be provided at rear of building by removing dirt embankment behind ballustrade and construction of retaining wall for supporting ballustrade. Roadway around building to be widened and surfaced for general use of large delivery trucks and fire equipment in emergency.

FORM 4880

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission M. H. de Young Memorial Museum — Index Number 621 — Sheet Number 1

PERMANENT SALARIES

The De Young Museum in recent years has rapidly developed into one of the leading institutions of the country, through the growth of its collections and the organization of great loan exhibitions. Its upkeep and maintenance have not kept pace with this development. Aside from certain Capital Improvements, we need more manpower. Millions of dollars worth of art works have been added to our collections, and more have been promised to us; other millions of dollars worth of art objects are constantly passing through our hands for temporary exhibitions. Such acquisitions as the precious and fully furnished Period Rooms, donated by Mr. and Mrs. Roscoe F. Oakes (costing hundreds of thousands of dollars), and more recently two oak panelled rooms with newly acquired old masters also donated by Mr. and Mrs. Roscoe F. Oakes, the two Period Rooms donated by Mrs. John D. Magnin, and the wing housing the million dollar Samuel H. Kress collection, require increased protection against theft or damage. In addition Mr. Avery Brundage has made an irrevocable Deed of Gift of a portion of his collection, the appraised value of which is approximately $4,000,000. The whole of the collection is due to be donated to the City under the terms of the Agreement as between the City and Mr. Avery Brundage.

Whilst with full appreciation of the need for economy the following additional personnel are required for the efficient operation of this Museum.

A- A Clerk-Stenographer is needed for the administration and curatorial staff. The one now employed is inadequate as much of her time is needed to man the switchboard. Previously we had two Clerk-Stenographers but one was reclassified to 62 Account Clerk.

AA- New employee at lowest increment.

B- The building now consists of approximately 111,000 square feet not including the old warehouse and has 60 galleries, an auditorium, 17 offices, 4 rest rooms, besides storage space. Two janitors are inadequate (the Legion of Honor has a Working Foreman Janitor and one Janitor for a building one-third the size of the de Young Museum). Our janitorial "force" of only two men, now working five days instead of six as formerly, means that during four of the seven days of the week we have but one janitor available.

C- Salary increment.

D- At the present time the services of the Restorer are shared equally between the California Palace of the Legion of Honor and the de Young Museum. A substantial proportion of the Avery Brundage Collection is now in the Museum and urgently requires the work of a Restorer upon a full time basis in preparation for the installation and display of this great collection. Unless such services are made immediately available deterioration inevitably increases to the detriment of its financial value and proper display to the public.

E- One Registrar can no longer handle the enormously increased volume of work involved in the recording of a much larger number of accessions and of thousands of incoming and outgoing objects used in our temporary exhibitions, and is unable to maintain the enormous inventory of objects received since 1893.

F- The services of a competent Technician to carry out the less skilled work of the Restorer upon the Avery Brundage Collection is equally imperative.

G- The fact that an institution of the size and complexity of the de Young Museum has no General Maintenance Foreman with full authority over all the personnel engaged in the upkeep and maintenance of the premises is still one of our main drawbacks. Through investigation it was found that no one of the major American museums, including some much smaller than ours, is without this position.

Cost of additional personnel needed

Janitor Sub-Foreman	$4,404.
Museum Registrar	5,496.
General Maintenance Foreman	7,920.
Clerk-Stenographer	4,512.
Museum Conservator	7,920.
Museum Technician	4,980.
	$35,232.

WAGES

H- A180 Cabinet Maker, Gene Munsch.

1961-1962:	21 days	@ $29.20	$613.20
	240 "	@ $30.40	7296.00
			$7909.20
1962-1963:	260 days	@ $30.40	$7904.00
Total			- 5.00

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission M. H. de Young Memorial Museum — Index Number 621 — Sheet Number 2

OVERTIME

A- Due to tight scheduling on special exhibitions time is not allowed for installation which entails working installation men and electrical engineer at night. The unions and the Civil Service Commission have advised that time off cannot be taken in lieu of overtime. The Museum's engineers and other personnel will not violate this ruling. Previews of special exhibitions requiring extended opening hours often entail extra work for certain employees which cannot be undertaken by split shifts. It has been found that the amount appropriated is so inadequate that it is sufficient to pay only the personnel on the night shift when the occasion demands, i.e. double shifts when the regular night man calls in sick, etc. Therefore, a suitable appropriation should be provided to take care of the above mentioned emergencies where overtime is imperatively needed. This appropriation covers overtime exclusive of that due to holidays.

HOLIDAY PAY

B- The Museum is open to the public every day throughout the year including holidays. Increase needed to take care of the higher overtime rates due to increases in salaries. Civil Service rules that employees must be paid holiday overtime. The amount submitted covers the absolute minimum required for maintenance and security.

TEMPORARY SALARIES

C- Extra help needed for additional work load in connection with large exhibitions, educational activities, and assisting curators.

CONTRACTUAL SERVICES

D- This is for car and bus fare for employees when the trip does not necessitate the use of the truck. Reason for increase: amounts granted previous years insufficient.

E- Large express bills are charged against the Exhibitions appropriation. Regular monthly bills have to be charged against the Contractual Services appropriation. Reason for increase: due to inadequate funds in Contractual Services appropriation have charged freight, express and drayage items to the Exhibitions appropriation. Additional funds are imperative to meet the costs of packing and shipping future consignments to the Museum of the Avery Brundage Collection in accordance with the Agreement. Col.4 $5744 - $5594 for shipping A.Brundage Collection - $150 for other purposes; $5744 not requested 1962-63 accounting for decrease. Increase in comparison $2,000 (Col.9) with $150 (Col.4) for purposes other than A.B.Collec.

F- This is for west coast trips for the Museum Director and/or the staff to attend Western Museum Association meetings, conventions, etc.

By whom: Director, Curators, Registrar, etc.
Purpose: To attend meetings of American Association of Art Museum Directors, American Association of Museums (time and place of these meetings not known for next fiscal year) and Western Association of Art Museum Directors. Memberships authorized by Ordinance #2962. Approximately $200 each.

G- For overall maintenance and repair of museum buildings. Estimate given by the Department of Public Works.

H- Repair and maintenance of Museum's panel truck.

I- Monthly cleaning service on typewriters and additional service and repairs on typewriters, adding machines, mimeograph, addressograph and copy machine. Reason for increase: former amounts not adequate - machines need repair.

J-

Necessary overhaul of blower motors	$275.00
Servicing air filters to make more efficient operation	275.00
Repair and overhaul of other equipment	275.00
	$825.00

The above services are essential annually for basic operation.

K- This estimate complies with the written recommendation of the Public Utilities Commission and is the minimum necessary in order to provide heat, light and power for the Museum and to display to the public in proper fashion the objects of art in the galleries of the Museum.

CONTRACTUAL SERVICES - Cont.

L- The increased amount requested is deemed necessary due to the extensive use of our telephone and telegraph facilities. A direct line police phone and extensions have been added in the new wing, increasing our monthly cost. The increase over last year is requested because of the necessity of one additional telephone for the use of the Director and the installation of an office intercommunication system. The additional amount requested is for the purpose of relieving pressure upon the switchboard causing many justifiable complaints by members of the public in their inability to communicate efficiently with the Museum.

Amount needed for existing service	$2,000.
Cost and location of new installation (non-recurring)	10.
Cost of installation of telephone intercommunication system within the Museum (non-recurring)	850.
Additional monthly service charge - Director's phone - $5.50 or for the year	66.
Additional monthly service charge - intercommunication system - $80.75 or for the year	969.

L -M- Needed for the installation of one telephone for the use of the Director.

N- The monthly bulletin mailed to members of the public upon request meets ever increasing demands.

O- For printing quarterly bulletin, brochures. Reason for increase: quarterly publication had to be discontinued due to lack of funds. This publication is very much needed.

P- Subscriptions to international museum publications in addition to our regular subscriptions and prices have increased in all of these categories.

Q- The annual attendance in the Museum now exceeds one million with increased usage therefore of towels and rest room facilities in general.

R- Due to a ruling from the Bay Area Pollution Control District we are no longer permitted to burn trash on the museum grounds necessitating scavenger service at $28.33 per month.

S- Rental of machine for typing budget sheets.

T- Rental of the American District Telegraph Company's supervisory watchman's equipment and service - $81.25 per month or $975 per year.
The Museum is planning to expand its scope in the field of films, which in many cases must be rented, for art and educational purposes - $500.
Rental of paint sprayer and swoop cloths for janitors - $150.

U- Professional Services - Dr. Walter Heil, Director Emeritus. His services to the Museum have proved invaluable for the following reasons: He has continued on behalf of the Museum to retain the most encouraging relationships with both past donors of works of art and has succeeded in cultivating new and valuable patrons. Through his renowned scholarship he has, at the request of scores of members of the public, given an artistic analysis upon works of art and has represented the Museum at important cultural meetings. He has succeeded in attracting major exhibitions to be displayed in the future. It is the opinion of the Trustees, therefore, that his retention as a contracting Art Consultant is imperative in the cultural interests of San Francisco and the Museum.

V- Professional Services - Mr. Laurence Sickman. As the acknowledged leading Orientalist in this country Mr. Sickman has already rendered invaluable professional services in all matters concerning the scholarly study of the Avery Brundage Collection and guidance in the aesthetic design of the galleries which, in the future, will display this antique collection at its best. His retention as a consultant is indispensable to the ultimate successful completion of the West Wing of the Museum and the display of the Collection.

VV- Col.4 $2501 - $2391 packing A.Brundage Collection - $110 for other purposes; $2391 not requested 1962-63 accounting for decrease. Comparison of $110 with $400 (Col.9) - increase of $290 due to price increases.

EMPLOYEES' CAR MILEAGE

W- For private car mileage of the Museum staff. Higher request based on increased usage by museum staff of personal cars delivering exhibition material to television stations and returning same to the Museum, often on weekends and evenings.

EXHIBITIONS

Code	Description	1960-61 Actual Expenditures	1961-62 Probable for Year	1962-63 Recommended by Dept.
202	Freight, Express, Draying	$ 2,962.	$ 2,000.	$ 4,100.
203	Allowance for use of Employees' Cars		100.	200.
206	Travel Expense	1,589.	2,500.	3,000.
219	Repairs to other Equipment	140.	100.	150.
232	Telephone & Telegraph	306.	393.	600.
233	Postage	2,336.	1,500.	700.
234	Photography, Printing, Publishing	105.	200.	300.
236	Cleaning, Renovating - Towel Service		100.	250.
243	Other Rentals of Equipment		100.	100.
269	Other Professional & Special Services		400.	1,500.
298	Other Contractual Services	4,344.	3,909.	2,800.
311	Aggregates & Other Building Materials	48.	100.	150.
312	Lumber & Millwork	1,355.	1,500.	1,500.
315	Builders' & Miscellaneous Hardware	3.	50.	50.
317	Electrical Supplies	70.	50.	25.
318	Paint & Painters' Supplies	285.	300.	225.
321	Fuel, Illuminants & Lubricants		25.	25.
331	Household & Institutional Supplies	1.	25.	25.
335	Cleaning, Janitorial Supplies		25.	25.
341	Drygoods, Notions & Fabrics		25.	25.
371	Stationery & Office Supplies	283.	300.	325.
372	Photographic & Drafting Supplies	274.	200.	600.
381	Horticultural Supplies		100.	100.
392	Music & Dramatic Supplies		25.	25.
491	Exhibition Equipment	72.	100.	200.
815	Miscellaneous Insurance		300.	1,000.
	Total Exhibitions	$14,173.	$14,427.	$18,000.

A- Travel Expense - For the purposes of the Director's and/or other professional staff members and subject to approval of the Board of Trustees, the Mayor and the Board of Supervisors, for visits out of state or abroad upon important museum business in arranging for major exhibitions to be displayed in the Museum to afford the Director and professional staff the opportunity to refresh their connoisseurship and the coordination and cooperation which is essential with other museum professionals either here or abroad.

B- Other Professional and Special Services - For the purposes of engaging the professional services of art scholars in various fields to lecture upon their particular subjects and the services of consultants in highly specialized fields of art.

C- In accordance with its established policy of bringing to San Francisco great exhibitions of national and international significance, the Museum intends to continue such a program in the ensuing year and arrangements with other museums, governments, and private collectors are now proceeding accordingly.

The costs of fees, packing, shipping and insurance are rising substantially.

PROMOTIONAL EXPENSES

D- Director's promotional expense as approved by the Board of Trustees. Reason for increase: costs have risen. Amount allowed is not sufficient.

Previous expenditures:

1956-57	$1,200.
1957-58	998.
1958-59	1,000.
1959-60	997.
1960-61	1,000.

FORM 4550

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission M. H. de Young Memorial Museum

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 621

Sheet Number 5

MATERIALS AND SUPPLIES

A- To provide additional storage space for temporary installation of exhibits; material for pedestals, exhibit cases, frames, etc.; also for packing cases for the shipment of exhibits.

B- $25 for white gasoline and grease for cleaning purposes, spraying, lubrication, etc.

C- $150 for gasoline, grease and oil for use in Museum's panel truck for pickups and deliveries.

D- To replace worn-out carpeting and linoleum in various parts of the Museum.

E- New lining for display cases, draperies, etc. - for display purposes in connection with important exhibitions; also for wall coverings in exhibition galleries to replace soiled and worn-out coverings.

F- This amount is necessary for stationery and office supplies due to the increased activities of the Museum.

G- An increase is needed for the photographic department as color transparencies are being made of the paintings in the Museum and color slides for use in the educational department and for sale to other museums and libraries. (In addition very extensive photography is to be undertaken immediately upon the Avery Brundage Collection now in the Museum.

H- This amount is requested to purchase plants, shrubberies, etc., for use throughout the Museum. Plants now in the Museum need replacing.

HH- Due to increased activities and price increases.

EQUIPMENT

I- Typewriters (2) required for increased office use and to replace old models. Equipment to be replaced:

(1) Acquired June, 1949
Cost: $200
Age: 13 years
Description: Remington electric
Serial No. E-153443
Reason: completely unsatisfactory; to fix the above would cost over $100 and could not be guaranteed.

Cost of new equipment	$450.
Est. trade-in allowance	15.
Net amount requested	$435.

(2) Acquired May, 1951
Cost: $571.65
Age: 11 years
Description: IBM electric Executive model
Serial No. 41-023087
Reason: completely unsatisfactory; not worth repairing.

Cost of new equipment	$585.
Est. trade-in allowance	-
Net amount requested	$585.

J- Steel shelving for storage of valuable objects of art especially Oriental. Doors being provided for security purposes. Many of these items are inadequately stored in the old warehouse which has been condemned and is no longer weatherproof with inevitable damage to irreplaceable art objects. $2,500.

K- Secretary desk for use in Registrar's office - $175.

L- Four 10' bunquet tables urgently needed by the Installers - $160.

M- Electric wall clock with large dial and long sweep-second hand - Westclock Monitor 12". Essential for timing of print development and all other darkroom functions. Photographer has been using his own watch which is extremely difficult to see under the low intensity darkroom lights. $17.

N- Six sand urns - smoking receptacles to prevent fire hazard in Museum - $108.

EQUIPMENT - Continued

A- Stainless steel portable posts for control of pedestrian traffic during exhibitions and protection of works of art - $561.

B- Photographic timer - timing control for enlarger and printer. This instrument is indispensable in all modern photographic laboratories for the purpose of achieving high standard results without wastage of time and material. Photographer has been using his own primitive unit for the past five years. $354.

C- Lens, wide-angle, 65 mm f 3.5 Mamiya-Sekor. Pair of lenses on board with shutter for Mamiya C-2 camera. This item is a part of the Mamiya camera previously acquired. It is essential for closeup study photos of paintings and other art objects as well as proper coverage of gallery installations. $156.

D- Heiland-Pentax 3°/21° exposure meter complete with case. Accurate measurement of extremely low light intensities at narrow angle, essential for reproduction of study detail in color of art objects as well as darkroom work. $104.

E- Paper safe for Photographer. A standard item in darkroom for storage of photographic paper to prevent spoilage. $16.

F- Silk screen printing "Photo Stencil" unit for the use of the Technicians - $80.

G- Hand-operated table paper cutter for the use of the Technicians for mat cutting, etc. $75.

H- Wood-turning lathe complete with ½ h.p. motor, single phase, switch and 4 or more speeds. Needed by Cabinet Maker. The Museum has none. At present this type of work must be done on the outside. $315.

I- Material for paint spray booth including fan and motor, etc., all to be fabricated by the Museum. The paint spray area must be separated from shop work area. The booth will be multi-purpose, will exhaust toxic fumes and inflammable over-spray directly outdoors. The booth will serve adequately as a dust free area for spray painting as well as a dustless drying area for drying slow or fast drying finishes particularly from shop dust since both finishing and cabinet work is done in the same shop. $235.

J- Accessory parts or attachments for Museum's router including dovetail attachment, veneer trimmer, grinder attachment, etc. These accessories are essential for the potential versatility of this tool. Needed by Cabinet Maker. $156.

K- Plywood panel cut-off and ripping saw, rack and guide, for use of the Installers. For cutting 4 x 8 lumber and sheets of plywood which cannot be handled on the ordinary saw. $450.

L- Molding cutters and accessories for present radial saw needed by the Installers in making moldings, etc. $88.

M- One dozen Jorgensen 12" wood clamps needed by the Installers. $75.

N- 100,000 BTU Unit Gas Heater completely installed - $442. Undue moisture in the Cabinet Maker's shop results in waste of time and material with present inefficient heating system which results in soft finishes on varnishes, lacquers and French polishes, frequently compelling repetitious work on the same objects.

O- 40 gallon automatic storage water heater, gas operated. To furnish hot water for shop spaces in order to keep engineers' shop and boiler room clean - $100.

P- Colson marking table with 5" ball bearing wheels and hardwood shelves. This item is urgently needed to expand our facilities for the transportation of fragile objects within the museum, particularly during periods when exhibitions of decorative arts are being installed and dismantled. Present facilities are inadequate to do this job efficiently and safely during periods of peak activity. $152.

Q- "USCON" 4 x 8 electrically heated rubber panel with thermostat control - for use as hot base on relining table - used in relining of paintings - urgently needed by Restorer - $200.

EQUIPMENT - continued

A- For the purchase of books for the art reference library, (printing prices increased), color reproductions, lantern slides, and other equipment for the Museum's educational work - $3,500.

B- For the purchase of miscellaneous exhibits to add to the Museum's permanent collections. The de Young Museum has no endowment fund for the purpose - $2,500.

C- Tape recorder for preparation of the Director of the Art Educational Department's lectures to the public - $365.

INSURANCE AND FIXED CHARGES

D- This is based on an estimate from the Retirement System to cover our compensation insurance requirements for the coming fiscal year.

E- This covers the premium on the fidelity bond of employees.

F- Insurance on Museum's panel truck.

G- Liability insurance to provide comprehensive liability insurance protecting both the City and County of San Francisco and the Trustees of the M. H. de Young Memorial Museum.

H- Insurance of valuable exhibits on long time and temporary loan to the Museum. Also to meet insurance charges upon consignments of the Avery Brundege Collection and Avery Brundege material in the Museum on loan for exhibition and study purposes.

I- Membership dues in the following organizations authorized by Ordinance No. 2962, approved Oct. 25, 1944: (to take care of rate raises).

American Federation of Arts	$50.
American Association of Museums	100.
Museum of Modern Art	15.
College Art Association	12.
Chinese Art Society of America	10.
The California Historical Society	10.
California Society of Etchers	5.
American Society of the French Legion of Honor	25.
Association of Art Museum Directors	10.
Western Association of Art Museum Directors	25.
American Art Research Council	50.
International Association of Museum Officials	25.
	$337.

J- This item is 6.236 of the Permanent Salaries, Salary of Cabinet Maker, Allowance for Overtime, and Holiday Salaries.

K- This will provide for 3-1/8% of the first $4,800 earned by Museum employees who have elected to be included under Social Security. This includes request for additional employees.

L- Health Service System requirements for the coming fiscal year.

BUILDINGS, STRUCTURES & IMPROVEMENTS

A- Reconstruction of Galleries in East Wing - $190,000.
Structural alterations, redesigning of space to accommodate material now on display to the public in the West Wing which will be displaced by the rebuilding of the West Wing to house the Avery Brundage Collection. The material being so displaced enjoys very considerable public popularity. It is felt obligatory, therefore, to provide for continuation of such display.

B- Studies for development of "Master Plan" - $20,000.
Preparation of immediate and long-range program for development of Museum facilities. To provide a general guide for future as well as immediate needs for improvements additions and aesthetic refinements. This master plan would provide a comprehensive picture of the Museum's immediate and optimum development.

C- Modernization of ceilings and lighting in fifteen Galleries - $16,500.
New "drop" ceilings and installation of modern lighting fixtures. To improve the aesthetic presentation of major works of art in accordance with modern accepted Museum practice. The lower ceiling with better lighting will remedy the increasing and justifiable public criticism of the present poor lighting and adverse effects of the high ceilings.

D- Modernization of lighting in recessed wall cabinets - $6,000.
To remedy increasing public criticism of present display: objects of art cannot be displayed to their best advantage with present outmoded lighting.

Reference Index

A Increases in these classifications are for increments allowed by the Salary Standardization Ordinance. Decreases are for new employees who have entered into service where a higher amount was allowed the replaced employees in prior budget.

B 1 - X6 ASSISTANT CITY LIBRARIAN (NEW - THROUGH RE-CLASSIFICATION)

The first step in launching the Library's reorganization is the creation of a strong administrative staff. This position is of first importance in the administrative organization, and the future planning and execution of an efficient library program will be dependent upon securing an able and competent librarian for this position. We wish to emphasize that a considerable saving--some $6,845, in fact--is being made by achieving this post through reclassification of the Reference Librarian position (X-32 now vacant) into the Assistant City Librarian position. With the Main Library's transition into a subject departmental organization, the Reference Librarian position will no longer be necessary since the librarians assigned to subject departments will perform the various reference services. If subject departmentalization and the Assistant City Librarian's position are not allowed, we will need to maintain our present, out-moded Reference-Circulation type of organization along with the Reference Librarian position. The Library Commission recommends that the Assistant Librarian position be filled by an open competitive examination conducted under the auspices of Civil Service. If this position is granted, please delete the $6,845 Reference Librarian position.

Recommended salary for Assistant City Librarian	$12,570
Present salary for Reference Position	6,845
Additional funds needed to achieve Assistant City Librarian position	$ 5,725

Increase number of both professional and clerical staff.

Mayor George Christopher and members of the Board of Supervisors are to be commended for their inclusion of funds in last year's budget which established an enlarged downtown Business Branch Library and initiated a large number of other improvements in the Library's services. Also, last year's budget will place our cataloging system on a current operating basis and create our first large subject department.

This year, every effort should be exerted to resolve the Library's most critical problem--a serious shortage of both professional and clerical staff. Throughout the library system, not only are our catalog files in a serious state of arrears, but practically every department possesses a serious backlog of work unperformed or ineffective service is being rendered because of staff shortages. This chiefly because in many departments there has simply been either no, or extremely little clerical help. Whatever is done must be done by professional librarians or else when clerical help can be obtained for a few hours, they must be utilized to keep the elemental and day-to-day work in some semblance or order.

It is no wonder that inventories cannot be taken (because of staff shortages the Library has had no book inventory for over ten years); missing books cannot be searched for and replaced; reserve book requests cannot be filled (some 5,422 people are waiting-- and many not so patiently--on reserve book lists); some 4,500 government documents are unfiled; shelves cannot be maintained in proper order, catalogs cannot be revised, files cannot be kept up to date, and as a result, books and information cannot be found without needless waste of time and almost superhuman efforts by the librarians. In turn, the Library is faced with a constant stream of public complaints which, in most instances, are related to the shortages of staff to perform the basic work.

Not only is it evident that additional personnel is needed from the fact that our basic work is unperformed, but when the size of our staff is compared to those of comparable libraries, the Library rates far below even some smaller libraries in considerable less important cities.

It is indeed a paradox when the Public Library in a city that is considered the cultural center of the West can scarcely compete with libraries in cities such as Minneapolis or even Oakland. Statistics from other comparable libraries show (See following charts which represent the latest comparative figures available--compiled from "Enoch Pratt, 1961 Annual Statistics) that we have fewer professional librarians, fewer maintenance personnel and far fewer clerks than any of the cities of comparable population. We have 121 less professional positions than Boston, and even eight less librarians than the City of Oakland.

Our shortage of staff is serious and I recommend to the Library Commission that a state of emergency should prevail in the Library system whereby no new branches will be constructed--unless they replace existing buildings or rented quarters--until this critical personnel shortage is corrected. We can no longer continue to establish new outlets while the system is without the staff to service existing facilities. During the past twelve years, some seven new branches have been constructed, yet the personnel was not added which was needed (outside the minimum to keep the branch doors open) at the Central Library to perform duties for their efficient operation such as the Central Registration Department, The Reserve Book Department, the Order Department, the Reference Department, the Personnel Office, the building maintenance staff, the Secretary's office, the Librarian's Office, and the Main Circulation Department.

Reference Index

1B Cont.

SUMMARY OF NEW POSITIONS, 1962-1963

16 Librarian's (X-42) Salary 425/6 447/6 $83,712

- 7 - History and Social Science Dept.
- 3 - Book Reserve
- 1 - Business Branch
- 1 - Periodical Department
- 1 - Librarian's Office
- 1 - Registration & Overdue
- 1 - Government Documents
- 1 - Music Department

16

24 B-512 GENERAL CLERK-TYPIST 358/6 376/6 $105,696

- 1 - Assistant City Librarian
- 1 - Secretary, Library Commission
- 1 - Coordinator Adult Service
- 1 - Coordinator Children's Service
- 1 - Periodical
- 1 - Literature
- 2 - History and Social Sciences
- 1 - Order Department
- 15 - Branches

24

23 B-511 TYPIST I 281/6 295/6 $79,488

- 1 - Circulation
- 1 - Music
- 1 - Book Reserve
- 1 - Government Documents
- 1 - Registration
- 18 - Branches

23

13 X-52 LIBRARY PACE - Full Time Permanent Positions 226/6 237/6 $36,114

- 1 - Circulation
- 1 - Reference
- 1 - Art
- 2 - Periodical
- 2 - Literature
- 2 - History and Social Sciences
- 1 - Book Reserve
- 1 - Business Branch
- 2 - Branch Department

13

PERSONAL SERVICES--PERMANENT SALARIES

Class Title	Present No. of Employees	Recommended 1962-1963	Total Amount	Amount of Increase
B-511 Typist	35	58	$205,281	879,488

New Positions	Department
1	Circulation Department - Main Desk

Presently this department is processing annually from one to two million patrons' requests for specific book titles, is handling all of the library's inter-library loan requests, is supervising the popular reading room and is literally deluged under the workload which it is attempting to perform--without the services of even one typist.
This position is a minimum need.

New Positions	Department
1	Music Department

The Music Department, because of the specialized nature of its materials, is the only department which must perform its own cataloging. It is in desperate need of a typist to type and file cards and to revise the present catalog, bringing it up to date. If this investment in personnel is delayed, we will again pay the price--as we are presently doing with our main card catalog--of expensive recataloging, as well as poor service to the public. Again, an essential position which should be delayed no longer.

New Positions	Department
1	Book Reserve Department

Today, some 5,422 people are waiting--and many not so patiently--on reserve book lists. A large part of this backlog is due to the lack of clerical staff budgeted to this department over the past ten years. Thousands of man hours must be expended in searching for missing books which have been requested and, if not located, additional time is consumed through hours needed to check the out-of-print book market for a replacement copies. Branch libraries must be notified of the status of books. They in turn relay the information on to the individual patron.

Reference
Index

1B Cont.

New Positions — Department

Book Reserve Department Cont'd

In all, this is one other department which has suffered much public criticism and the basic problem will continue to exist unless we receive the necessary personnel to perform the workload imposed by the public requests.

1 — Government Documents

Presently in Government Documents there are thousands of documents unfiled and, with the new addition averaging approximately 4,000 items monthly (Each title must be identified, recorded, cards made and filed), it is evident that heavy hours of clerical work are needed. Here, again, is a department we can ill afford to understaff. Arrearages build up too rapidly for this department to be neglected any longer.

18 — Branch Libraries

These positions are needed to work on the backlog of work which has accumulated in the branches. They will be responsible for conducting an inventory--which will become perpetual--thereby enabling the branches to keep their collections up to date. They will assume clerical routines now being performed by the librarians so that the latter can devote their time to more careful scrutiny of the branch collections, devote time to book selection, weeding out-of-date material and perform reader advisory services.
Again, it is a false economy that attempts to operate branch libraries with insufficient help.

Class Title	Present No. of Employees	Recommended 1962-1963	Total Amount	Amount of Increase
B-512 General Clerk-Typist	14	38	$174,090	$105,696

New Positions — Department

1 — Periodical Department

With the Main Library's periodical department being literally overrun with student use, with the addition of over 890 new journals, with the countless hours of extra paper work required in changing vendors and writing publishers about missing issues, and with the increased workload which will be imposed by subject departments, this is a necessary position.

1 — Literature, Philosophy and Religion Department

This position is an absolute necessity if we are to open and then maintain the services of this new subject department. A full-scale inventory of the Main Library's half-million volume collection must be undertaken during the next fiscal year and it is essential that we are provided with the staff with which to perform this extensive project. Also, not only must the inventory be taken, but, after the results are known, thousands of cards must then be pulled from the card catalog, many hundreds corrected and refiled; and thousands of new cards prepared and filed. We hope to undertake this inventory after the collection is broken into subject departments--thus a clerical staff in each department is a requisite. Also, to maintain a perpetual inventory will require a clerical force in each subject department.

2 — History, Biography and Social Science Department

This new subject department will be the second major department to be created under our reorganizational plan. The department would be responsible for servicing over 95,000 volumes and would thus bear a heavy service load. Also, in the field of history, extensive local card files must be prepared and maintained to assist in the reference work.
A minimum of two Clerk-Typists will be required.

1 — Order Department

In an attempt to improve both the quality and the speed of our ordering processes, we are assigning one librarian to work with the central subject departments and the twenty-six branch libraries in the selecting and ordering of multiple copies of titles needed. This procedure will require the full-time services of an expert typist who can prepare lists of all the books with annotations, serve as an assistant in book selection meetings, and type the order forms required for the vendor, the city offices, and the catalog department.

Reference Index

1B Cont.

New Positions	Department	Class Title	Present No. of Employees	Recommended 1962-1963	Total Amount	Amount of Increase
15	Branches	X42	43	59	$345,345	$83,712

The justification here is the same as under the B-511 Typist except that these B-512 Clerk-Typists would be assigned to the larger branches and would thereby be responsible for supervising one typist in the performance of sending overdue notices, reading the microfilm, lending records, sorting transaction cards, processing reserve loan requests to the main library and performing related duties which have fallen behind because of the staff shortages.
In a recent survey (Copies were distributed to the Library Commission in November) it was discovered that, while all of the other major libraries are staffing their branches with four clerical positions, we are only providing one position. Again, this is the reason why we are experiencing critical difficulties in our attempt to render effective service.

1 X-10,1 COORDINATOR, ADULT SERVICES

Here is one other position where we wish to emphasize that savings are being made--$7,014 in this instance--by reclassifying a Head Librarian position (X-20) now assigned to the Catalog Department which will be vacant in July of this year. Again, if this position is allowed, please delete--after July--one $7,014 Head Librarian position.

Estimated salary for Coordinator, Adult Service	$7,542
Salary for Head Librarian (X-20)	$7,014
Additional funds needed to secure Adult Coordinator	$ 528

The Coordinator of Children's Services was allowed in a previous budget. To plan for the book collections--nearly four years of careful weeding is needed--to coordinate and assist in book selections, to develop Great Books Discussion Groups and other book-centered programs, to work with the appropriate department heads and senior librarians, to permit better public services in branches especially would be the activities of this position. This would complete the administrative staff as outlined in the Greenaway Report and would permit rapid advancement of the Library reorganization.

New Positions	Department
7	History, Biography, Tavel and Social Science Dept.

We are continuing to follow a conservative course by requesting only one new subject department in each annual budget. This will be the second major subject department to be established in our program which over the next few years will evolve the Main Library into a completely subject departmentalized library. This department will be responsible for some 95,000 volumes and would form the largest department in the Main Library. Thus, it will have to bear a heavy service load. We are requesting a sufficient number of clerks whereby an inventory might be taken and the necessary work to correct the card catalog could be pursued.
The justification for this department program is the same as last year:

> Metropolitan libraries have found--like universities, colleges, and public schools--that to meet the service requirements in this age of specialization, subject departmentalization is a requisite. With the continuing deluge of publications in an ever-expanding number of fields, the general librarian is no longer humanly capable of being an efficient jack-of-all-trades in the various fields of knowledge. This would be the second step in bringing books out from the closed stack area into an atmosphere of free search and discovery which is most desirable from the patron's point of view.

This request deserves top priority in the hearings before the Mayor and the Board of Supervisors.

Summary of Staffing Costs for this one new Department. (These are included in the total summary above.)

7 -- Librarian I's (X-42)	$36,624
2 -- Clerk-Typists (B512)	8,808
2 -- Full-time Pages(X-52)	5,408
	$50,840

Reference
Index

1B Cont'd.

New Positions	Department
3	Reserve Book Department

With the increased number of branches and the resultant increase in reserve book requests, with the library lacking clerical help to maintain its card catalog, with no inventory having been taken for the part ten years, with a heavy loss of books which went out the front door by default, and with the files in the reserve book department steadily growing out of date, the time has come when we must overcome the backlog of work unperformed. For instance, there are literally thousands of standard stock titles which are missing from the main collection and which are constantly being searched through this department. Three full-time bibliographers are needed to search our holdings, determine the value of titles for replacements, search to see of they are in print, and to purchase where possible. If not available, lists must be made and these books searched for through knowledge of books and background in the out-of-print book market. These are essential positions which every large metropolitan library must have if it is to maintain its collections at its maximum usefulness.

New Positions	Department
1	Business Branch Library

With the relocation of the Business Branch in modern quarters on Market Street, the use of the branch has increased by over fifty percent. Therefore, an additional librarian is required to handle the increasingly heavy workloads. It is essential to provide excellent reference service to the business community which has, through its constant usage, built this branch into such an important segment of the Library that it will soon become second in importance to the Main Library.

New Positions	Department
1	Periodical Department

This department's volume of work is continuing to increase under the pressure of school assignment and one additional librarian is needed to handle the reference work. Students and patrons must be given assistance in searching the various indices and then locating the materials in the library or directing them to the proper library in the area which holds the needed material.

New Position	Department
1	Librarian's Office

This librarian is needed to handle special research projects throughout the library system. Detailed studies are needed in registration, fine reporting, storage of microfilm, overdue procedures, circulation system, application of plastic jackets, reserve book processes, photo-offset ordering system, perpetual inventory control, proper size and number of branch libraries and numerous other processes and techniques need to be studied and revised where it is found advisable. This position should save the city thousands of dollars annually in devising better and more simplified methods and procedures in the Library's operation. Also, with so many projects which need to be undertaken, it is essential to have a staff assistant to handle the detailed studies and research which is required.

New Position	Department
1	Department

Registration and Overdue Department

Presently the supervision of this department is assigned to a clerical position and over the years this experiment has not proven successful. A professional librarian who knows the techniques and processes of registration, borrowers' files and the various overdue systems is needed to reorganize the department. Since the central registration is the center for all the branch registration, this is an important position.

New Position	Department
1	Government Documents

The growth of government publications and the steady increase in their use by businessmen, attorneys, research assistants, public relations firms, city planners and a varied list of other professions has placed a demand on this department for professional staff with knowledge of the intricacies of government publications from local, state, national and the United Nations.

New Position	Department
1	Music Department

The Music Department represents one of the Library's stronger assets and presently it is impossible to staff this department on a 69-hour six days per week schedule and maintain effective public service while attempting to keep the current cataloging in process and build a new card catalog to replace the one which has grown obsolete.

Reference Index.

IB Cont'd.	Class Title	Present No. of Employees	Recommended 1962-63	Total Amount of Increase
	X52 Library Page Full Time	0	13	836,114

With the organization of subject departments, it will be essential to have a page on duty at all times in each department. With the building's poor arrangement, many book collections will have to be split and it is essential to have a page on duty to perform the running of call slips into the book storage areas. Also, with the need to take an inventory, these full-time pages will perform an important phase of this process by searching out missing titles, reading and maintaining the books in proper order on the shelves, and assisting the staff in the inventory itself. These are basic positions which are a requisite if we are to succeed in reorganizing the Main Library.

A Supplemental Appropriation Adjustments

Abolished	1	0166.1	Junior Operating Engineer	SJV 1223 -$3367
Created	1	7334	Stationary Engineer	ORD 301-61 3322
Abolished	1	X20	Head Librarian	SJV 1223 -3879
Created	1	X12	Chief Librarian	ORD 301-61 4290
			TOTAL	366

B Extended Work Week

C108	Foreman Janitor	Moran, B.	4 hr.	$16.64 x 52	$866
7334	Stationary Engineer	(Vacant)	4 hr.	17.48 x 52	909
0168.1	Operating Engineer	Hellman, V.	6 hr.	30.36 x 52	1579
				TOTAL	$3354

Reference Index

CONTRACTUAL SERVICES

A 201 Local Fares - $250. This amount which is unchanged, appears adequate in view of the expenditures for the first six months of the 1961-1962 fiscal year.

B 202 Freight and Express - $100. This amount, unchanged from the 1961-1962 budget, is considered necessary to permit the Library's inclusion in the itinerary of traveling book and educational exhibits.

C 203 Allowance for Use of Employee's Car - $150. Although the expenditures for the first six months of 1961-1962 was low, approval is requested of the same amount granted last year. It is anticipated that the necessary visits to branches by the Chief Librarian, Branch Department, will increase as the book collections are inventoried and the branch organization continues to grow.

D 206 Travel, professional library meetings and conferences - $1525 A combined total identical to that approved for the 1961-1962 fiscal year is requested. In an effort to aid the Library in recruiting library school graduates to fill professional positions at the entry level, we wish to place ourselves in a more competitive situation to secure these personnel by allowing the City Librarian to personally interview at the library schools. To this end funds are being requested to permit one visit, in the spring, to the library schools at USC and UCLA and the University of Washington, in addition to the usual requests for the American Library Association and California Library Association conferences and workshops attendance.

Detail:

USC and UCLA (Los Angeles) transportation & perdiem (4 days)	$120
University of Washington " " (3 days)	140
*CLA annual conference, Coronado, Oct. 23-28, 1962, 4 people, five days, transportation & per diem	600
*ALA Midwinter conference, Chicago, Jan. 28-Feb. 2, 1963	365
*Professional Workshops, various times, Schedules indefinite	300
	$1525

*S. F. Administrative Code Sec. 16.6-17. Delegates to be selected by Library Commission.

E 216 Maintenance and Repair, Automotive Equipment - $300. The amount duplicates our request for 1961-1962.

F. 216 Maintenance and Repair, Automotive Equipment (Purchaser) - $1,630 Increase of $530. is predicated on our experience for the first six month of the 1961-1962 fiscal year. Since several of our vehicles are now five or more years old and we plan to replace only one of them this year, we anticipate increased maintenance costs. The experience of the first six months of the 1961-1962 fiscal year indicates an average monthly maintenance cost of $120 for all library vehicles.

$130 of the requested increase is for the installation of "anti-smog devices on six vehicles, as ordered by the Chief Administrative Officer to comply with new State law.

G Maintenance and Repair, Office Equipment - $2,750 An increase of $1,100. The increase is based on our acquisition and need for maintaining the Recordak charging machines (which we purchased used at a very favorable price in 1961 rather than continuing our rental program, additional microfilm, duplicating and other items already purchased or requested in this budget for the acceleration of the cataloging and book processing activities, such as the Photostat copying machine.

H Maintenance and Repair, Other Equipment - $1,400. An increase of $350. The increase is based on our experience for the first six months of 1961-62 during which time it was necessary to repair or refurbish chairs, tables, desks and other items used by library patrons and staff. Such repairs or refurbishing do not fall within the duties of the department's carpenter or are not available through the services of Department of Public Works personnel.

I Services of the Reproduction Bureau (Purchaser)- $200. Based on our experience for the first six months of the 1961-62 fiscal year it appears unnecessary to increase this request.

J Telephone and Telegraph (Purchaser) - $5,600. An increase of $42 over the combined appropriations of O.E. 232 and 232.1 for the 1961-62 fiscal year. The request is as accurate as possible considering that the first phase of the new telephone system in the Main Library was put into operation on December 28, 1961 and work has not yet started on the second phase.

Minor additions to telephones at two branches are requested. The volume of patronage at the relocated Business Branch Library makes necessary the installation of two extension off the current number. One extension is to be located in the newspaper reading area and the second in the librarian's office. Each extension carries a one-time installation charge of $4.00 and a monthly recurring charge of $1.20 including a buzzer intercommunication line which should be incorporated to alert the staff members at the extension telephones when incoming calls are for them. The Potrero Branch Library, wherein the meeting, staff and bindery rooms are all located on the second floor should have an extension telephone on this level. One time charge for installation is $4.00 plus $1.20 per month.

Tabulation: Non-recurring, 3 extension telephones $12.00
Additional recurring $1.20 per month per extension.

Reference Index

A 233 Postage - $5,900. This amount which represents no increase, appears adequate to handle the Library's anticipated volume of mail in the new fiscal year.

B 234 Printing - $2,500. No increase. The expenditures for printing in the first six months of the 1961-1962 fiscal year were low. However, the Library is anxious to have published more brochures and other informational material on the use and resources of the Department. This will be possible with the availability of personnel trained in the graphic arts and the purchase of the necessary materials and equipment to permit the organization and assembly of pertinent informational media.

C 235 Subscriptions - $62,000. An increase of $44,500 over the 1961-1962 appropriation. Our requests under this O.E. are for the following two items:

Periodical Subscriptions	$23,500.
"McNaughton Plan"	38,500. (New)

Periodical Subscriptions: In order to bring the San Francisco Public Library's periodical collection in line with the collections of libraries of similar size it will be necessary to order many titles in the next year or two. With the creation of subject departments it will also be necessary to build strong collections of scientific and technical journals. First consideration should be given to those titles which are included in the various periodical indexes in the subject fields. The Library is seriously lacking in this respect, and the following table listing the most used indexes in the various subject fields illustrates this fact:

Index	No. of titles Indexed	No. Rec'd by SFPL	Not Rec'd by SFPL	Amt. Needed
Agricultural Index	108	30	78	$ 576.
Applied Science & Technology Index	223	125	98	900.
Business Periodicals Index	119	79	40	250.
Education Index	159	74	85	400.
Public Affairs Information Ser.	1,000	500	500	2,500.
International Index	174	96	78	500.
TOTALS	1,783	904	879	5,126

Each year there is an average of 3% increase in the cost of all periodicals. Therefore, for the fiscal year 1962-63 the Library should plan for an additional $525. This 3% estimate may be low as there is currently more discussion of raising the mail rate. This would be reflected in higher subscription rates for most magazines.

The Library should have an amount available with which to purchase new periodicals which are published. If a periodical is not subscribed to from the beginning number it is often impossible to purchase back issues in later years to complete the Library's collection. At least $200 should be available for the purchase of new titles.

Reference Index

Recapitulation: (Amounts listed are approximations - figures may be rounded to the total of $6,000.)

Amount needed to purchase titles included in indexes.	$5,126.
Amount needed to cover price increases	525.
Amount needed to purchase new periodicals.	200.
	$5,851.

1961-62 Appropriation	$17,500.
1962-63 Request	23,500.

"McNaughton Plan": The public is constantly complaining about the fact that it is almost impossible to find a book of current interest in the Library. They are always either "out" or it takes months of waiting on a reserve list to get them.

On November 1, 1961 the Library had 5,422 persons waiting--and many not so patiently--for books on reserve. Many had been waiting for as long as five months for a book. Approximately 60% of these reserves are for currently popular fiction and non-fiction titles. For each of these patrons there are three or four others who would like to read the book but do not bother to file reserves because of the inconvenience or the hopelessly long waiting lists. This adds up to a large number of dissatisfied patrons and gives rise to endless complaints. The obvious solution which many libraries have adopted is the McNaughton Plan whereby the library merely contracts for a loan of any number of already processed copies of titles adequate to meet the peak demand. These are selected in accordance with the library's standards. Excess copies are returned as demand diminishes and remaining copies needed for the permanent collection can be purchased at 70% discount.

Advantages to the patrons and the Library:

1. Popular books would be on the shelves ready to circulate by date of publication.
2. More copies of current best sellers would be available.
3. Good public relations would prevail since patrons would receive the books when they wanted them.
4. Processing costs for a large bulk of popular would be completely eliminated along with a large invertory of currently important novels.
5. We would have an option to purchase books at 70% off list price and book repair and binding costs would be held to present levels since worn copies could be returned.
6. The book appropriation would not be eroded by trying to fill excessive demands for "runaway reserves".

McNaughton Plan, Summary of Costs:

9,200 books Permanent Inventory at 10¢ per month	$920.
920 new books each average month at $2.50 each	2,300.
MONTHLY TOTAL	$3,220.
ANNUAL TOTAL, $3,220.x12 =	$38,640.
(rounded to	38,500.)

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McNaughton Plan, Cont'd.
Inventories would range from 5,000 volumes at the Main Library to 500 volumes at eight of the larger branch libraries: Richmond, Golden Gate Valley, Business, West Portal, Marina, Ortega, Merced, North Beach.

A 236 Towel, Uniform and Cleaning Materials Services - $1,700. Increase of $280. Although the Library's use of rented uniform jackets for certain personnel proved unworkable, we did inaugurate the use of treated dust cloths by the janitorial staff. This procedure has made it far easier to keep our buildings clean and has reduced the necessity for damp mopping on a daily basis. (See U.E. 335, Materials and Supplies, Janitorial Supplies, reduced by $200.)

B 237 Scavenger Service - $1,900. Increase of $100. The modest increase is requested to defray the anticipated cost of additional collections for the Library Annex, 45 Hyde Street, ground floor, which will be occupied by the Library commencing February, 1962.

C 238 Window Cleaning - $5,500. No increase. Amount of 1961-62 contract award for window cleaning indicates no necessity for increasing this request.

D 240 Telephone Directory Service - $162. No increase.

E 243 Rental, Xerox Copying Machine - $1,200. The Xerox #914 Copier is a versatile machine which permits the copying of a wide range of materials including bound volumes. Unlike the wet process duplicating machines, the Xerox equipment is fast and is capable of producing masters which can be run on the Library's Multilith equipment. In addition, this particular machine is capable of making copies of articles for patron use. This will reduce excessive mutilation of valuable reference books and technical journals, and is a worthwhile investment on this basis alone. The wide use facility is particularly needed in a copier of this type.

F 243 Rental, Photostat Machine, Model Jr., A, Continuous - $1,700. To achieve its urgent goal of subject departmentalization in the Main Library, it will be necessary to duplicate catalog cards, now carried only in the large public catalog, for each of the subject departments. Although the Photostat equipment is available for purchase at $6,000, the Library desires to rent the equipment because although this copier is considered best for the stated purpose at this time, newer, faster machines are constantly being developed in the copying field.

G 256 Pest Control Service - $300. No increase over 1961-62 appears necessary.

H 298 Misc. Contractual Services - $350. The Library has had no funds for miscellaneous but necessary expenditures for such items as the placing of classified ads for recruiting purposes, for tuning the pianos in the Music Department, cleaning of rugs and upholstery, etc. As a result, it has often been difficult or impossible to have these unforeseen but necessary matters taken care of.

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I 234 Binding - $55,000. The requested amount is the same as for the 1961-62 fiscal year. This appears adequate even with an increased book appropriation, especially if the McNaughton Plan is inaugurated.

J 231 Heat, Light and Power - $37,250. Increase of $120. (Bureau of Heat, Light, Pwr.)

K 301 Tires and Tubes - $300. An increase of $50. The experience of the first six months of 1961-62 when $167 was expended indicates the need for a slightly increased amount to permit the timely replacement of tires before they reach the point when they are unsafe.

L 303 Replacement Parts, Other Equipment - $200. This request is identical to that approved for the 1961-62 fiscal year. No increase appears necessary.

M 306 Hand Tools - $30. Unchanged.

N 306 Shop Supplies - $50. Unchanged.

O 312 Lumber - $3,000. Unchanged. The expenditures during the first six months of 1961-62 were unusually small. This was a direct result of not having a carpenter on the Library staff for the first five months of the fiscal year. (Carpenter previously assigned was on extended sick leave; he has since retired.) With a new carpenter and the pent up need for many projects to be completed the requested amount appears justified and necessary.

P 315 Hardware - $1,200. Unchanged.

Q 317 Electrical Supplies - $2,500. Unchanged.

R 318 Paints and Painter's Supplies - $60. Unchanged.

S 321 Fuel, Illuminants, Lubricants (Purchased) - $1,650. An increase of $150 over 1961-62, based on the experience of the first six months of the fiscal year wherein $828 was expended.

T 331 Household Supplies - $2,400. An increase of $900, which is based on the experience of the first six months of the 1961-62 fiscal year. As a public service department it is necessary for the Library to provide paper towels, toilet tissue and similar items for patrons as well as staff use. In addition, the Eureka Valley Branch Library and the enlarged Business Branch Library have been put into operation, which will make necessary increased expenditures to service these extensions.

U 335 Janitorial Supplies - $1,200. A reduction of $200. With the use of treated dust cloths (See U.E. 236, Contractual Services, Towel, Uniform and Cleaning Materials Services), the purchase of supplies formerly used for damp mopping can be substantially reduced.

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A 341 Drygoods - $250. A reduction of $50 based on the experience of the first six months of the 1961-62 fiscal year.

B 342 Drygoods (Purchaser) - $320. This new item is for the purchase of four uniforms for watchmen personnel. It has been the experience of other large libraries that uniformed watchmen or guard personnel are more effective in carrying out their duties than those attired in business suits with only a cap or armband to identify them. There is a certain respect for the uniform itself. In addition, guard personnel are more readily recognized by both patrons and staff in the event they are needed to eject disorderly or difficult patrons from the building.

The security of the Main Library's $1,500,000 book collection is of paramount importance. Again, other libraries have found that the presence of uniformed personnel tends to discourage the theft of books and other library materials.

It seems economically unfair to expect watchmen personnel to purchase their own uniforms as the police officers must do when the disparity of the two pay schedules is taken into account.

C 361 Drug Supplies-$30. Reduction of $20.

D 371 Stationery, Duplicating and Book Processing Supplies, Magazine Covers and Punched Cards - $33,400. The items detailed below were listed on separate lines in the 1961-62 budget; however, the breakdown of our requests under this O.E. is as follows:

	1961-62	1962-63
Stationery and Office Supplies.	$ 9,000.	$11,000.
Ektalith and Multilith Supplies.	1,300.	2,900.
Binding Materials, including plastic book jackets.	5,000.	7,500.
Library of Congress and other bibliographic cards, proof slips, and other for catalog cards.	7,200.	8,500.
Magazine Covers	2,000.	2,500.
Punched Cards	7,502.	1,000.
TOTALS	$32,002.	$33,400.

An increase of $398.

As outlined in our 1961-62 budget requests, we were able to equip several additional branches with Keysort punched cards during the year as well as replacing cards at the Main Library and other branch extensions where the cards had been filled. The new Eureka Valley Branch Library was completely outfitted with cards as well. Although we are now requesting $1,000 for punched cards to permit further necessary replacement, we wish to concentrate on the purchase of the necessary items to be used with the duplicating and copying machines primarily in the cataloging, ordering and book processing areas. Mr. Robert Kingery, of the New York Public Library, who performed the study of the Library's technical processing functions, has submitted several suggestions on equipment and supplies. The increased requests are based on his recommendations of methods and procedures which will accelerate the work of both professional and clerical staffs and will enable the Library to supply books to patrons more expeditiously.

The increase in binding materials will permit us to put plastic jackets on more non-fiction titles which will help preserve them and extend their useful lives.

Additional funds for magazine covers will enable the Library to replace many worn covers at the Main and branch libraries and will also permit covering the new titles requested under subscriptions.

E 372 Recordak Film and Photographic Supplies - $3,000. A total increase of $125 for these two items. Less than half of the $2,500 appropriated for Recordak film in the 1961-62 budget was expended in the first six months of the year. This was due principally to the fact that the Eureka Valley Branch Library did not open until December 20, 1961. In addition, there was a delay in inaugurating photographic book charging at the Chinatown Branch Library because of late delivery of the Keysort transaction cards which are used in conjunction with the Recordak charging machines. Since these two branch extensions will be using Recordak film during the entire 1962-63 fiscal year, however, the request for $2,500 for this item is repeated this year.

The Friends of the San Francisco Public Library donated a press camera to the Library Department early in January, 1962. In order that this camera may be of use to the Department in the preparation of displays and exhibits and for other appropriate purposes, it will be necessary to increase our funds for photographic supplies by $125.

REPLACEMENT EQUIPMENT

F 402 Our requests under this O.E. are for the following items:

Posture Chairs	$ 240.
Book Trucks (6), Platform Trucks (4)	1,200.
TOTAL	$ 1,440.

An increase of $490. in this O.E. over 1961-62.

Posture Chairs. Several postures chairs must be discarded because they are broken and are old styles for which replacement parts are no longer available.

Book and Platform Trucks. A number of our book trucks are beyond economical repair; parts, such as special size wheels, are no longer available.

O 406 Rugs and Pads - $3,280.

Commissioners' Room	$1,750.
Personnel Office	720.
Reception Area, City Librarian's Office	810.
TOTAL	$3,280.

An increase of $3,280--no funds requested under this O.E. in 1961-62 budget.

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O 406 Rugs and Pads Cont'd.

The rugs in the areas listed are in shameful condition. The rug in the Commissioners' Room is threadbare and torn, despite past efforts to maintain it in some semblance of attractive condition by cleaning and trimming off worn edges.

The Library's efforts in recruiting should be enhanced by the refurbishing of the Personnel Office and the reception area of the Librarian's Office which also serves the Personnel Office. Old furniture and furnishings give the impression of old ways of doing things, and the Library needs to have its "face lifted" to present a more modern, vital image to prospective employees, many of whom are in exceedingly short supply, particularly in the professional classifications. The Personnel Office is usually the first point of personal contact and it needs its appearance modernized.

A 412 Our requests under this O.E. are for the following items:

Typewriters (7)	$1,230.
Electric Erasers (1)	35.
Gray Audograph	630.
TOTAL	$1,895.

An increase of $459. over the amount received in the 1961-62 budget. F
Typewriters in the following departments and branches are beyond repair: Circulation, Music, Reference (2), Excelsior Branch, Bernal Branch.
Electric Eraser in the Music Department, which does much of its own specialized cataloging work, needs a replacement for the electric eraser which is often in need of repair.
Gray Audograph. The present unit in the City Librarian's Office is broken beyond repair. Also, a later model is needed whereby the records will be interchangeable with the units in Civil Service. Interviews can be taped in the Library without wasting administrative staff time in making trips to the City Hall and waiting for scheduling machines.

B 416 Motion Picture Projector, 16 MM Sound - $475. To replace old R.C.A. projector which is frequently in the shop for repairs this disrupting our program of films for patrons.

C 426 Power Table Saw, Delta 10" Blade - $415. The power table saw which the Library's carpenter has to use is of small blade and horsepower capacity and will not handle large stock such as standard 4' x 8' plywood panels. This necessitates cutting many items by hand which is expensive in terms of staff time.

D 446 Tape Recorder - $300. To replace old magnetic tape recorder which breaks tape and for which parts are difficult to obtain. The old unit used in the Music Department was one of the first tape recorders made and is unusable.

E 454 Truck, Van Delivery Type - $3,000. The ¾ ton panel truck now used for book and supply deliveries to branch libraries is often in the shop due to mechanical fatigue. A reliable truck is mandatory because deliveries are made to branch libraries on a daily schedule, and books for repair and discard must be picked up for return to the Main Library.

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A 3/4 ton van delivery truck, with 10 feet of flat carrying area behind the driver's seat, will enable the driver to handle deliveries expeditiously. A walk-in body will permit easy and safe loading and unloading which is not possible with the truck presently in use. Some of our branch libraries are in congested parking areas where there is not a loading zone. This often means double parking, and with doors only in the rear of the vehicle the safety of the driver is in jeopardy. The van delivery model would permit loading and unloading from either back or sides.

Replacing 1948 CMC Panel Truck, Serial #101-CS-1056A, mileage 50,989 used by chauffeur to deliver books and library materials to branch libraries.

NEW EQUIPMENT

402 Our requests under this O.E. are for the following items:

Card Catalog Cabinets, stands, tops (8)	$1,750.
Storage and Filing Cabinets	3,600.
Magazine Racks (6)	1,250.
Display Cases (2)	2,080.
Map Case (1)	395.
Circulation Desks (2)	1,700.
Individual Study Tables (24)	1,650.
Reading Tables (18)	2,250.
Reading Chairs (108 reading, 24 for ind. study tables)	4,800.
Chairs, Meeting Room (50)	950.
Upholstered Sofas and Chairs	1,950.
Working or Typing Desks, wood or steel (10)	1,550.
Posture Chairs or Stools (15)	600.
Wall and free-standing wood or metal shelving	19,500.
Typewriter Stands (20)	380.
Dictionary Stands (2)	200.
Lockers (30)	630.
Books Trucks, large and small	2,640.
TOTAL	$47,875.

An increase of $1,670, compared to the 1961-62 appropriations for similar or identical items. All of the above requirements relate to the establishment of new subject departments in the Main Library, to the augmentation of clerical and professional staffs, or to the needs of existing departments or branch libraries that have outgrown storage or working equipment. (Additional information required by the Controller to be inserted.)

O 406 Rugs and Pads - $1,200. To equip two subject departments in the Main Library and four of the older branch libraries with lounge areas. The rugs, used in conjunction with upholstered sofas and chairs, give a feeling of warmth in what are otherwise totally

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G Cont'd. 406 Rugs and Pads Cont'd.

institutional and often cold surroundings. The older branch libraries need the more hospitable feeling generated by our new branches which have received many favorable comments from patrons. The browsing or lounge area in branch libraries was actually pioneered in San Francisco, starting with the Parkside Branch Library. There is a need to bring the older branches up to the same standard of comfort and appeal.

A 412 Office Machines, Typewriters - Our requests under this O.E. are for the following items:

Typewriters, manual (9)	$ 1,850.
Typewriters, Electric (IBM Executive, 1, standard, 7)	3,815.
Microfilm Readers (4)	2,200.
Thermo-fax Printer-Reader, 200R	1,485.
Pitney-Bowes Mailing Machine	190.
Ektalith and related equipment (now rented)	2,270.
Card Distributor and Sorting Machine	7,950.
Bohn Contax Calculator (5)	625.
Electric Eye Counter, front entrance, Main Library	200.
TOTAL	$20,585.

An increase of $14,280, compared with the 1961-62 requests under the same O.E.

A The manual typewriters are requested for those branch libraries and Main Library departments where the amount of clerical work has increased and where typing tasks are often unduly delayed because the machines presently assigned are in almost constant use.

B The standard electric typewriters are for use in the cataloging department where typed work must be of uniform clarity for proper reproduction through the Ektalith-Multilith equipment. The one IBM

B Executive typewriter will be assigned to the City Librarian's office where it will be used not only for normal correspondence work, but for the preparation of public service materials for later offset duplication as well. The Library has only one electric typewriter in the whole department at the present time. It was authorized in the 1961-62 budget.

C Microfilm Readers. As the Library secures more materials on microfilm (newspapers, government documents, etc.) it is necessary that equipment be purchased to permit patrons to fully utilize the filmed information. Despite our past acquisition of microfilm readers, there is often a protracted delay for patrons when all of the existing reading machines are in use. It is very advantageous to the Library to have the microfilmed files, since the expense of additional storage facilities for large bound volumes is significantly reduced.

D Thermo-fax Reader-Printer, 200R. Same basic explanation as for the microfilm readers, but this machine permits prints to be made from the microfilm records. Since the Library makes a charge for this service, the income to the City will offset the initial purchase price of the reader-printer.

E Pitney-Bowes Mailing Machine, Model 5500. The Library presently has a desk-top, manual Pitney Bowes mailing machine, which it has rented for about three years. With the volume of overdue notices, bulk mailings and normal correspondence, the small manual machine is excessively slow.

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Although the Model 5500 is also a manual machine, it stamps, seals, and stacks envelopes quickly and efficiently. Postage of any denomination to $1.09½ can be set, whereas our present machine goes only to $.20 denomination, often necessitating multiple stampings to total the proper postage.

F Ektalith and related equipment. This equipment was approved on a rental basis in the 1961-62 budget. Since it appears to fill the Library's needs so well, we propose to purchase rather than continuing to rent. The cost of the equipment will be offset by rental savings in approximately 2½ years. This appears to be a good investment.

G Card Distributor and Sorting Machine. This equipment, recommended by Mr. Kingery in his survey report of the Library's technical processing activities, will effectively streamline what is a time-consuming task when performed manually. The machine will sort the thousands of catalog cards for branches and Main Library departments and rough file them into alphabetical order. Other large libraries and offices have used the equipment most successfully, and found that staff time devoted to sorting activities has been substantially reduced.

H Bohn Contax Calculators. Recommended by Mr. Kingery for use in the book ordering process to verify invoices and related clerical work. We propose to place three of the machines in the Order Department and one each in the Branch Department, to check daily cash receipts of fines and other charges made to patrons at the branch libraries, and in the Secretary's Office, where considerable statistical and accounting information is gathered and processed, and where only one calculator is presently assigned.

I Electric Eye Counter, front entrance, Main Library. In an effort to reduce book thefts from the Main Library, tighter entrance and exit controls have been inaugurated. Except in case of emergency one door is used for entrance and one for egress, allowing better patron control.

Because book circulation statistics give only a rough indication of library patronage we propose the installation of an electric eye counting device to give us a better idea of the actual utilization of the Main Library's various facilities. With a single entrance door only one counter is needed.

Our requests under this O.E. are for the following items:

J Lens for Thermo-fax machine	$ 90.
K Light Table	195.
TOTAL	$285.

An increase of $285. no items under the O.E. were included in the 1961-62 budget.

J Lens for Thermo-fax machine. Purchase of this item will permit the full use of the microfilmed files of older newspapers which often have dim or small print. The lens will permit sufficient magnification to make this print more readable.

K Light Table. Proper illumination is critical in measuring and cutting data for the Multilith machine. By placing negatives on

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110 Cont'd. a light table precise measurements of the material may be made and accuracy in duplication is ensured.

Our requests under this O. E. are for the following items:

Offset Duplicator	$5,200.
Paper Cutter, small	350.
Paper Jogging Machine	195.
Paper Folding Machine	495.
Stapling Machine, foot operated	160.
Pasting Machine	175.
Kutrimmer Paper Trimmer, 21" (2)	220.
TOTAL	$6,795.

A decrease of $693 from the amount approved under this O.E. in the 1961-62 budget.

A Offset Duplicator. After experimenting with our card reproduction program, we have discovered that to maintain our production at a level to process the current flow of books two duplicators are required; one for book cards and catalog cards and one for book pocketa. Since the book pockets are of heavier material and are folded, they will not run on the same machine as the cards without wearing the blanket and thus causing poor card production.

B Paper Cutter, small. In our process of duplicating 3 x 5 Library cards we have found that by running the cards through the machine 6 up and then cutting them apart is more efficient than running them one at a time. A precision rotary cutter is needed for accurate cutting.

C Paper Jogging Machine. After the catalog cards are duplicated on the Multilith machine it is necessary that they be sorted and assembled in sets for use in the various public and shelf list catalog. This card distribution is extremely time consuming when done manually. The paper jogging machine will enable this work to be done much more expeditiously. In preparing book lists and printed catalogs, we are in need of equipments to expedite their preparation. Use of the folding and jogging machines will out staff time tremendously.

D Paper Folding Machine. Same explanation as for jogging machine.

E Stapling Machine, foot operated. At present the Library has only staplers of ordinary desk size and capacity. These are not strong enough to permit the stapling of many paper thicknesses. A foot operated stapler has sufficient capacity to permit the assembly of much thicker volumes.

F Pasting Machine. The one machine purchased for the book processing department in the 1961-62 fiscal year significantly reduced the time necessary to glue pockets and plates. With the revamped processing system recommended by Mr. Kingery a second machine will be needed.

G Kutrimmer Paper Trimmer, 21". To expedite the flow of work in the book repair and exhibit departments by allowing paper to be trimmed more accurrately and without having to use ordinary scissors. The use of scissors is not only time consuming, but it is difficult to achieve a perfect out each time.

H 426 Our requests under this O.E. are for the following items:

Ladders	$150.
Miter Box	100.
TOTAL	$250.

An increase of $250.--no items under this O.E. were included in the 1961-62 budget.

H Ladders. The Library is short of ladders at the present time. To permit the replacement of light bulbs and to permit other maintenance at the Main Library and older branches a 40 foot extension ladder is urgently needed because of the very high ceilings in some areas. We are also requesting sufficient funds for a 10 foot ladder, which is a convenient, heavily used size, now in short supply for both the engineer and janitorial staffs.

I Miter Box. Needed by the carpenter for precise cutting of mouldings and other pieces used to construct or repair book shelves and other items of wooden furniture.

J Books and Other Library Materials-Government Documents, Pamphlets, Records, Microcards, Microfilms, Films and Music Scores.

Detail of request:	1961-62	1962-63 request
Books, general appropriation	$295,000	$345,000
Books, Business Branch	40,000	----
McNaughton Plan (see Contractual Services, O.E. 235)	---	38,500
TOTALS	$335,000	$383,500

Note: if the McNaughton Plan is included under the Contractual Services appropriation (which is in line with the Controller's present opinion), then the total book appropriation is increased only $10,000 over 1961-62.

Our total direct request for books is only $10,000, or less than 3%, over that approved for 1961-62. The justification for the McNaughton Plan appears under O.E. 235, Contractual Services, Subscription, but because it reflects the availability of books within the Library Department it is shown here as well. If the plan is approved, the $38,500 should be deleted from one of the two places it now appears in the budget.

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13J Cont. This year we are proposing to place the $40,000 budgeted in 1961-62 for refurbishing the Business Branch book collection into the general book budget. Experience has shown that it is almost impossible to arbitrarily divide book purchases for our branches and Main Library between "refurbishing" or "rebuilding" and regular purchases to increase the overall stature in so many varied and individual collections. In addition, many acquisitions for the Business Branch Library are technical books which cost $6.00 to $10.00 apiece. On this basis it would take seven to ten years to complete the "rebuilding" program; hence the inclusion of a comparable amount in the general book appropriation.

FIXED CHARGES

A Compensation Insurance - $1,000. This amount unchanged. The amount requested is same as the 1961-62 fiscal year.

B Fidelity Insurance - $71. This amount is recommended by the Purchasing Department. In the past the Purchasing Department have been paying fidelity insurance for all employees other that the department head, but in this year the Library Department will have to request funds to pay for fidelity insurance premium for all of our employee.

C Automobile Insurance - $617. The increase of $56 was recommended by the Purchasing Department due to anticipated increase of automobile insurance premium.

D Retirement Allowance

Permanent Salaries	$1,238,173
Permanent Salaries - New	325,122
Permanent Salaries - Library Annex	13,708
Extended Work Week	3,354
Wages - Permanent	13,789
Total Salaries & Wages subject to Retirement	$1,594,146
Multiplied by Retirement Rate	6.236%
Total Retirement Allowance	$99,410

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E Social Security Employer's Tax

Number of Employee in Social Security	232
Multiplied by Social Security Tax	$150
Total Social Security Tax	$34,800

F. Health Service - $11,516. This amount is recommended by Health Service System pursuant to Charter provision.

G. Branch Rentals - 19,880. The rent of the new Business Branch on Market Street and increase of rent for small branches were not as high as anticipated resulting in a decrease in rentals request for 1962-63.

H Services of Other Department- $17,569. This amount, recommended by the Recreation and Park Department, is for service of gardeners to care for the ground of the Main Library and branches.

I Revolving Fund Increase - $1,000. The $1,000 Revolving Fund presently allowed the Library Department is insufficient to permit the department to pay for the hundreds of books purchased out of the revolving fund. Many of these books are not carried by jobbers or are single volume and are purchased direct from vendors. As it takes time to process our revolving fund vouchers, these bills piled up thus creating a backlog of unpaid bills.

FORM 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission SAN FRANCISCO PUBLIC LIBRARY

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 631 Sheet Number 15

Reference Index

A MEMBERSHIP DUES Administrative Code Sec. 16.6-17, 17.1, 17.2, 17.3

Academy of California Church History	$10.00
American Association of Museums	10.00
American Association for State and Local History	3.00
American Catholic Historical Society	5.00
American Economic Association	6.00
American Historical Association	10.00
American Historical Association, Pacific Coast Branch	4.00
American Irish Historical Society	10.00
American Library Association, Library Dues	250.00
American Library Association, Trustees Dues	66.00
American Management Association	60.00
American Marketing Association, San Francisco Chapter	10.00
American Marketing Association, National Chapter	15.00
American Planning and Civic Association	10.00
American Society for Testing Material	68.00
Annual Dog Watch, Shiplovers' Society of Victoria	2.26
Arkansas Historical Association	4.00
Astronomical Society of the Pacific	6.50
Bibliographical Society of America	7.00
Book Club of California	15.00
Boston Museum of Fine Art	3.00
British Columbia Historical Association	2.00
Buffalo Historical Society	10.00
California Folklore Society	4.00
California Historical Society	15.00
California Library Association-Library	35.00
California Library Association-Trustees	44.00
California State Historical Association	
Champlain Society of Toronto, Canada	15.00
Filson Club	10.00
Fresno County Historical Society	3.00
Friends of the Bancroft Library	10.00
Hawaiian Historical Society	5.00
Historical Society of New Mexico	5.00
Historical Society of Southern California	15.00
Idaho Historical Society	5.00
Illinois State Historical Society	4.00
Kentucky Historical Society	5.00
Kern County Historical Society	2.00
Marin County Historical Society	1.00
Maripoas Historical Society	5.00
Mariners' Museum	4.00
Maryland Historical Society	4.00
Michigan State Historical Society	5.00
Miasissippi Valley Historical Society	5.00
Montana Historical Society	4.00
Museum of Modern Art	15.00
Nantucket Historical Society	2.00
National Association of Accountants	45.00
National Education Association	$10.00
National Planning Association	7.50
National Safety Council	10.44
Nautical Research Guild	5.00
Nebraska State Historical Society	2.00
Nevada State Historical Society	5.00
Old Dartmouth Historical Society	3.00
Oregon Historical Society	7.50
Philadelphia Museum of Art	2.00
Polynesian Society	3.50
Public Relations Society of America	60.00
Public Relations Society of America - S. F. Chapter	10.00
Puget Sound Maritime Historical Society	3.00
Sacramento Historical Society	3.00
San Mateo County Historical Society	2.50
Shasta Historical Society	2.00
Siskiyou County Historical Society	2.00
Society of Architectural Historians	10.00
Special Libraries Association - Institutional	15.00
State Historical Society of Colorado	4.00
State Historical Society of Iowa	3.00
State Historical Society of Missouri	1.00
State Historical Society of Wisconsin	5.00
Steamship Historical Society of America	2.00
Theatre Library Association	5.00
United States Catholic Historical Society	10.00
Utah State Historical Society	4.00
Yosemite Natural History Association	2.00
American Rocket Society	15.00
* Public Library Executives' of Central California	20.00
TOTAL	$1088.20

* New membership. An ordinance to amend Membership will be made.

FORM 4860

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission SAN FRANCISCO PUBLIC LIBRARY

BUDGET EXPLANATIONS

Index Number 631

FISCAL YEAR 1962-1963

Sheet Number C-1

CAPITAL IMPROVEMENTS

The Library's Capital Improvement Program for 1962-63 was submitted to the Department of City Planning in November 1961. Hearings were held to determine whether our requests were in conformity with the Master Plan for the City and County. Our requests for funds for the various building and improvement projects are included in the budget of the Department of Public Works. The merits of these requests will be passed upon by the Screening Committee.

A Land - $11,500 is our only direct request under this O.E. in our operating budget. It is for purchase of the site set aside for Library purposes in the Diamond Heights Revevelopment area.

Form 4253

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission RECREATION AND PARK

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 650-651 Sheet Number 1

A SALARY INCREMENTS

AA ALLOWANCE FOR OVERTIME
OVERTIME REQUIREMENTS ARE BASED ON THE NEED FOR REGULARLY ASSIGNED PERSONNEL TO CONDUCT SPECIAL ACTIVITIES ON DAYS OF SPECIAL INTEREST TO CHILDREN. EXAMPLES OF SUCH DAYS ARE: STORYLAND BIRTHDAY PARTY, CHRISTMAS PARTY, PUPPET SHOWS, EASTER EGG HUNT AND OTHER SPECIAL ATTRACTIONS AND EVENTS.

B HOLIDAY PAY
DECREASE IS DUE TO A REDUCTION IN THE STAFF ON TWO HOLIDAYS DURING THE YEAR.

C TEMPORARY SALARIES
THE TEMPORARY SALARY FUNDS REQUESTED ARE TO COVER THE USE OF ADDITIONAL PERSONNEL WHEN STORYLAND HAS EXTRA LARGE ATTENDANCE. TO INSURE ADEQUATE SUPERVISION DURING PEAK PERIODS ADDITIONAL HELP IS NECESSARY.

D LIGHT, HEAT AND POWER
THE FUNDS REQUESTED ARE BASED ON DATA FURNISHED BY THE BUREAU OF LIGHT, HEAT AND POWER.

E CLEANING, RENOVATING AND LAUNDRY
FUNDS FOR THIS PURPOSE WILL NOT BE REQUIRED DURING THE YEAR.

F BUILDERS' AND MISCELLANEOUS HARDWARE
DUE TO WEATHER CONDITIONS, CONTINUAL REPLACEMENT OF PADLOCKS, HINGES, DOOR LOCKS, ETC., ARE NECESSARY FOR PROTECTION OF THE PROPERTY. PRESENT FUNDS IN THIS ACCOUNT WILL DO VERY LITTLE TOWARD SAFEGUARDING THE PROPERTY OR KEEPING THE FACILITIES IN A SAFE CONDITION FOR USE BY THE PUBLIC.

G ELECTRICAL SUPPLIES
IN ORDER TO PROTECT THE NUMEROUS SOUND SYSTEMS, MOTORS, ETC., IT IS NECESSARY TO KEEP HEAT LAMPS BURNING 24 HOURS A DAY. CONTINUOUS BURNING MAKES IT NECESSARY TO REPLACE THESE LAMPS AT FREQUENT INTERVALS. IN ADDITION TO HEAT LAMP REPLACEMENTS, FUNDS ARE REQUIRED FOR FLOOD LAMPS, MOTORS, FUSES, ETC.

H PAINT AND PAINTERS' SUPPLIES
THE FUNDS REQUESTED ARE FOR PURCHASE OF MATERIALS AND SUPPLIES NEEDED FOR WASHING AND TOUCH-UP PAINTING OF MURALS. THE MURALS HAVE BECOME DIRTY AND MARRED BECAUSE OF EXTREME WEATHER CONDITIONS AND ACCESSIBILITY TO THE MANY CHILDREN VISITING THE FACILITY.

I RETIREMENT ALLOWANCE

PERMANENT SALARIES	$ 22282		
OVERTIME	300		
HOLIDAY PAY	1055		
	$ 23637	@ 6.236%	$ 1474

J SOCIAL SECURITY - EMPLOYER'S TAX

EMPLOYER'S TAX	$ 9214	@ 3 1/8%	$ 288
	11086	@ 3 5/8%	402
			$ 690

PERMANENT SALARIES

K ONE B4 ACCOUNTANT
FUNDS PROVIDED FOR 8 MONTHS ONLY. SEE CAMP MATHER (SHEET #2 LINE #6) FOR REMAINING 4 MONTHS.

L ONE B408 GENERAL CLERK-STENOGRAPHER
THIS POSITION IS FOR ASSIGNMENT AT THE RECREATIONAL ARTS BUILDING LOCATED AT 50 SCOTT STREET. THE OCCUPANT OF THIS POSITION WILL PERFORM STENOGRAPHIC AND GENERAL CLERICAL WORK FOR THE PHOTOGRAPHIC, MUSIC AND DRAMA DIVISIONS AND WILL ALSO ACT AS A RECEPTIONIST AND ASSIST IN THE DISSEMINATION OF INFORMATION REGARDING THE PROGRAMMING AND FUNCTIONS OF THE ACTIVITIES OF THE CENTER.

M TWO C104 JANITOR OR C102 JANITRESS
ONE POSITION IS FOR THE NEW YERBA BUENA SENIOR CENTER LOCATED AT 1111 BUCHANAN STREET. THE BUILDING AND THE PATIO ADJACENT THERETO CONTAIN APPROXIMATELY 26,580 SQUARE FEET OF FLOOR SPACE AND WERE CONSTRUCTED BY THE HOUSING AUTHORITY FOR THE OPERATION AND MAINTENANCE BY THE RECREATION AND PARK DEPARTMENT.

ONE POSITION IS FOR MAINTENANCE OF THE NEW BUILDING AT THE GLEN PARK DAY CAMP. THE BUILDING IS LOCATED IN GLEN CANYON ADJACENT TO THE NEW DIAMOND HEIGHTS DEVELOPMENT. THIS FACILITY WILL BE OPENED IN THE NEAR FUTURE AND PUBLIC DEMAND FOR ITS USE WILL REQUIRE CONTINUAL MAINTENANCE.

N FOUR 080 NURSERYMAN
ONE POSITION OF NURSERYMAN IS REQUESTED FOR ASSIGNMENT IN THE STRYBING ARBORETUM. THE STRYBING ARBORETUM SOCIETY IS NOW ENGAGED IN PRESENTING TO THE RECREATION AND PARK DEPARTMENT AN 80' x 25' GREENHOUSE FOR ERECTION IN THE ARBORETUM. THIS FUNCTIONAL UNIT WILL BE USED FOR THE PROPAGATION OF NEW AND RARE PLANTS FROM TEMPERATE PARTS OF THE WORLD FOR DISPLAY IN THE ARBORETUM. THE ADDITION OF THIS NEW AND ESSENTIAL FACILITY TO THE ARBORETUM WILL REQUIRE THE SERVICES OF A SKILLED NURSERYMAN.

THREE POSITIONS OF NURSERYMAN ARE IN LIEU OF THREE GARDENERS (SEE SHEET 10, LINE 9) NOW WORKING IN THE CONSERVATORY AND NURSERIES. THE JACOBS REPORT INDICATES THAT THESE POSITIONS SHOULD BE CLASSIFIED AS NURSERYMEN INSTEAD OF GARDENERS AS THE WORK REQUIRES GREATER SKILL AND KNOWLEDGE OF GREENHOUSE AND NURSERY OPERATIONS.

A FIVE R56 RECREATION DIRECTOR

TWO POSITIONS ARE FOR OPERATION OF THE NEW YERBA BUENA SENIOR CENTER. THESE POSITIONS WILL PROVIDE FULL-TIME RECREATION LEADERSHIP AND SUPERVISION FOR DAY AND EVENING OPERATION OF THE CENTER. UNDER THE JOINT WORKING AGREEMENT BETWEEN THIS DEPARTMENT AND THE HOUSING AUTHORITY, THE RECREATION AND PARK DEPARTMENT IS TO STAFF, OPERATE AND MAINTAIN THE PREMISES.

ONE RECREATION DIRECTOR IS FOR THE OPERATION AND SUPERVISION OF THE NEW MIDTOWN BUILDING AND PLAY AREA. THIS FACILITY HAS BEEN IN OPERATION USING TEMPORARY FULL-TIME AND PART-TIME PERSONNEL PENDING ESTABLISHMENT OF A PERMANENT POSITION.

ONE RECREATION DIRECTOR IS FOR THE PURPOSE OF CONDUCTING DRAMA ACTIVITIES IN THE LARGER RECREATION CENTERS THROUGHOUT THE CITY THAT HAVE STAGE FACILITIES. AT THE PRESENT TIME IT IS NECESSARY TO DRAW DIRECTORS FROM OTHER ASSIGNMENTS TO PERFORM THESE DUTIES. THE REQUESTED DIRECTOR WILL ALSO CONDUCT SOCIAL DANCING PROGRAMS AT THE NUMEROUS PLAYGROUNDS AND RECREATION CENTERS THROUGHOUT THE CITY.

ONE POSITION OF RECREATION DIRECTOR IS FOR ASSIGNMENT TO THE MUSIC CENTER LOCATED AT THE RECREATIONAL ARTS BUILDING. THE SUPERVISOR OF MUSIC HAS HISTORICALLY BEEN THE ONLY FULL-TIME PERSON ASSIGNED TO THE MUSIC SECTION. THIS SITUATION WAS ADEQUATE TO COVER MUSICAL NEEDS OF THE FORMER RECREATION DEPARTMENT, BUT SINCE THE MERGER OF THE TWO DEPARTMENTS IN 1950 IT HAS BECOME IMPOSSIBLE FOR ONE PERSON TO COPE WITH THE INCREASED DEMAND FOR MUSICAL RECREATION. THE INCREASE IN ACTIVITIES OF THIS NATURE WAS NOT SOUGHT AFTER, BUT NATURAL GROWTH AND PUBLIC DEMAND HAVE CREATED THIS SITUATION. THIS INCREASE IS OUTLINED BELOW:

	1960 / 62	1962 / 89
WEEKLY PROGRAMS		
SPECIAL PROGRAMS (CHRISTMAS, HOLIDAYS, CHORUSES, ETC.)	133	390
	195	479

B DELETE ONE R130 FOREMAN RECREATIONAL ACTIVITIES

THE OCCUPANT OF THIS POSITION IS DUE FOR RETIREMENT PRIOR TO THE BEGINNING OF THE 1962-63 FISCAL YEAR. DUE TO THE DECREASE IN THE NUMBER OF FACILITIES REQUIRING THE SERVICES OF A FOREMAN OF RECREATIONAL ACTIVITIES, THIS POSITION WILL NO LONGER BE REQUIRED.

C DELETE ONE R20 ASSISTANT DIRECTOR-RECREATIONAL ACTIVITIES

THIS POSITION HAS BECOME VACANT DUE TO RETIREMENT, AND THE SERVICES OF AN ASSISTANT DIRECTOR-RECREATIONAL ACTIVITIES ARE NO LONGER REQUIRED.

D THREE R132 STARTER, PARK DEPARTMENT

THESE POSITIONS ARE FOR OPERATION OF THE NEW McLAREN PARK GOLF COURSE. THE POSITIONS WERE ESTABLISHED BY THE BOARD OF SUPERVISORS (ORDINANCE NO. 23-62). THE INCLUSION OF THESE POSITIONS AS NEW EMPLOYMENTS WILL CONTINUE THE SERVICES OF GOLF COURSE STARTERS DURING THE 1962-63 FISCAL YEAR.

E ONE E108 ELECTRICIAN

THIS DEPARTMENT HAS ONLY ONE ELECTRICIAN TO MAINTAIN 155 BUILDINGS, 5 FLOOD LIGHTED BALL FIELDS, KEZAR FLOODLIGHTS, MT. DAVIDSON CROSS LIGHTS AND THE MANY ELECTRIC MOTORS, CONTROLS, ETC. THERE IS A CONSTANT BACKLOG OF WORK THAT CANNOT BE DONE BECAUSE THE ONE ELECTRICIAN IS UNABLE TO HANDLE THE TREMENDOUS WORK LOAD THAT COMES IN FROM THE MANY INSTALLATIONS. AS A RESULT, MANY COMPLAINTS ARE RECEIVED FROM THE GENERAL PUBLIC AND FROM SUPERVISED UNITS DUE TO LACK OF SUFFICIENT STAFF TO MAKE THE NEEDED REPAIRS. WITH ADDITIONAL STAFF, SOME PREVENTATIVE MEASURES COULD BE INSTALLED WHICH COULD PREVENT MAJOR BREAKDOWNS AS WELL AS CUT DOWN THE BACKLOG. PREVENTATIVE MEASURES WHICH COULD BE PUT INTO EFFECT WOULD RESULT IN A GREAT SAVINGS BY ELIMINATING COSTLY BREAKDOWNS.

ALLOWING ANOTHER ELECTRICIAN WOULD CORRECT A BAD SITUATION AND WOULD RESULT IN A TREMENDOUS SAVING TO THE DEPARTMENT WHEN THESE PREVENTATIVE MEASURES ARE PUT INTO EFFECT.

F DELETE THREE 058 GARDENER

THREE POSITIONS OF 080 NURSERYMAN HAVE BEEN REQUESTED (SHEET 5, LINE 3) IN LIEU OF THESE THREE GARDENER POSITIONS. THE JACOBS REPORT INDICATES THAT THE WORK PERFORMED IN THE CONSERVATORY AND NURSERIES SHOULD BE CLASSIFIED AS NURSERYMEN INSTEAD OF GARDENERS.

G ONE 058 GARDENER

THIS GARDENER POSITION IS BEING REQUESTED FOR MAINTENANCE OF THE GROUNDS AT THE NEW MIDTOWN TERRACE PLAYGROUND. THIS FACILITY HAS LARGE LANDSCAPED AREAS TO BE MAINTAINED NOT ONLY FOR THE PLAYGROUND BUT AROUND AND IN THE VICINITY OF THE SUTRO HEIGHTS RESERVOIR. THE ESTABLISHMENT OF THIS POSITION HAS BEEN REQUESTED BY SUPPLEMENTAL APPROPRIATION FOR BALANCE OF THE 1961-62 FISCAL YEAR.

H ONE B408 GENERAL CLERK-STENOGRAPHER
TWO C104 JANITOR
TWO 058 GARDENER

THE ABOVE POSITIONS ARE FOR INTERDEPARTMENT SERVICES ONLY AND ESTABLISHED CONTINGENT UPON THE RECEIPT OF COUNTY FAIR FUNDS FROM THE STATE OF CALIFORNIA. THESE EMPLOYMENTS ARE REQUIRED FOR THE OPERATING AND MAINTENANCE OF THE HALL OF FLOWERS WHICH IS CLASSIFIED AS THE SAN FRANCISCO COUNTY FAIR GROUNDS. ANNUAL BUDGETS ARE SUBMITTED AND APPROVED BY THE STATE DEPARTMENT OF FINANCE FOR THE OPERATION AND MAINTENANCE OF THE FACILITY.

I OVERTIME - GENERAL DIVISION

THE ADDITIONAL FUNDS REQUESTED ARE NEEDED TO PROVIDE FOR THE SERVICES OF OPERATING ENGINEERS, OFFICE PERSONNEL, DIRECTORS, SWIMMING PERSONNEL, ETC., IN EXCESS OF THE NORMAL WORK WEEK. ALL WORK IN EXCESS OF THE NORMAL WORK WEEK IS OF AN EMERGENCY NATURE OR CANNOT BE COMPLETED WITHIN THE NORMAL WORK WEEK. ADDITIONAL FUNDS ARE REQUESTED FOR OVERTIME IN LIEU OF REQUESTING ADDITIONAL FULL-TIME POSITIONS.

J DECREASE IN TOTAL WORKING DAYS

K POSITION RECLASSIFIED

L FUNDS NO LONGER REQUIRED

A OVERTIME - COMMISSARY DIVISION
ADDITIONAL FUNDS ARE NEEDED FOR COVERING THIS SEVEN DAY A WEEK OPERATION AND FOR SUPERVISING THE NUMEROUS CONCESSION OPERATIONS UNDER JURISDICTION OF THIS DEPARTMENT. AS AN EXAMPLE OF THE NEED FOR ADDITIONAL SUPERVISION IS THE CONCESSION OPERATIONS AT KEZAR STADIUM AND PAVILION. THE INCREASED USE OF THE FACILITIES REQUIRES ADDITIONAL NIGHT AND WEEK-END SUPERVISION IN ADDITION TO THE REGULAR DAY TIME OPERATIONS.

B OVERTIME - RECREATIONAL UNITS
THE ADDITIONAL FUNDS REQUESTED ARE FOR THE NORMAL OPERATIONS OF THE GOLF COURSES, KEZAR STADIUM, KEZAR PAVILION, ETC. MANY NEW REVENUE PRODUCING EVENTS HAVE BEEN CONTRACTED FOR AT KEZAR PAVILION WHICH WILL NECESSITATE OVERTIME IN ADDITION TO THAT WHICH IS NOW USED. THE ADDITIONAL REVENUE WHICH WILL BE DERIVED FROM THIS FACILITY WILL GREATLY EXCEED ANY INCREASED COSTS FOR OPERATION OF THE FACILITY.

C HOLIDAY PAY - GENERAL DIVISION
THE REQUESTED FUNDS ARE FOR STAFFING THE VARIOUS UNITS WHICH ARE OPEN FOR PUBLIC USE SEVEN DAYS A WEEK. SUCH UNITS ARE: SWIMMING POOLS, BEACHES, CONSERVATORY, WATER RECLAMATION PLANT,CONVENIENCE STATIONS, ETC. THE ADDITIONAL FUNDS ARE NECESSARY TO PROVIDE ADEQUATE WATCHMAN SERVICE AND OPERATING PERSONNEL FOR THOSE FACILITIES WHICH ARE OPENED, THE OPENING AND CLOSING OF CONVENIENCE STATIONS, RAISING AND LOWERING FLAGS, LIFEGUARDS, ETC. THE TOTAL FUNDS REQUESTED ARE BASED ON MINIMUM REQUIREMENTS FOR JANITORS, JANITRESSES, WATCHMEN, NURSERYMEN, OPERATING ENGINEERS, THE DEPARTMENT'S CASHIER AND NECESSARY SWIMMING PERSONNEL.

D HOLIDAY PAY - ZOO DIVISION
THE TOTAL FUNDS REQUESTED ARE THE MINIMUM REQUIREMENTS FOR OPERATING THE ZOO ON THE TWELVE HOLIDAYS DURING THE YEAR. EMPLOYMENTS REQUIRED ARE JANITORS, JANITRESSES, WORKING FOREMAN JANITOR AND PERSONNEL TO CARE FOR THE ANIMALS.

E HOLIDAY PAY - RECREATIONAL UNITS
THESE FUNDS ARE REQUIRED FOR OPERATION OF THE GOLF COURSES, COIT TOWER, YACHT HARBOR, BALBOA STADIUM, GOLDEN GATE PARK STADIUM AND KEZAR STADIUM AND PAVILION. THE ADDITIONAL FUNDS ARE PRIMARILY FOR THE PURPOSE OF HAVING ADEQUATE STAFF AT THE GOLF COURSES AND YACHT HARBOR WHICH ARE OPERATED SEVEN DAYS A WEEK. THE ADDITION OF TWO NEW GOLF COURSES WHICH MUST BE OPEN ON ALL HOLIDAYS (MC LAREN PARK AND FLEMING GOLF COURSES) WILL REQUIRE ADDITIONAL HOLIDAY PAY.

F TEMPORARY SALARIES - GENERAL DIVISION
REQUIREMENTS ARE BASED ON THE NEED FOR VARIOUS CLASSIFICATIONS AS SET FORTH BELOW:

OPERATING ENGINEERS	$6878
JANITORS AND JANITRESSES	10400
RECREATION DIRECTORS	82793
SWIMMING PERSONNEL	2963
SEAMSTRESS	906
COOK MANAGER, ELEMENTARY SCHOOL CAFETERIA AND SCHOOL CAFETERIA HELPER	1917
WATCHMEN	1860
OFFICE PERSONNEL	5032
	112749

THE MAJOR INCREASE FOR TEMPORARY SALARIES IS THE NEED FOR RECREATION DIRECTORS AND RECREATION ASSISTANTS. PREVIOUSLY APPROPRIATED FUNDS HAVE BEEN FAR LESS THAN THE NEED MAKING IT NECESSARY TO CURTAIL TO A MINIMUM THE SUMMER ACTIVITIES. INCREASES FOR OTHER PERSONNEL ARE DUE TO THE NECESSITY OF FILLING POSITIONS IN KEY JOBS DURING VACATION PERIODS AND PROLONGED PERIODS OF SICK LEAVE. FAILURE TO HAVE REPLACEMENTS CAN BECOME VERY COSTLY WHEN POSITIONS SUCH AS WATCHMEN, OPERATING ENGINEERS, ETC. CANNOT BE FILLED, DUE TO LACK OF SUFFICIENT FUNDS.

G TEMPORARY SALARIES - ZOO DIVISION
THE REQUESTED FUNDS ARE FOR THE PURPOSE OF FILLING POSITIONS OF JANITORS, JANITRESSES AND THOSE CARING FOR THE ANIMALS DURING PERIODS OF VACATIONS AND SICK LEAVE. FUNDS HAVE NOT BEEN APPROPRIATED FOR THIS PURPOSE IN THE PAST AND MANY CRITICAL PERIODS HAVE ARISEN WHERE BOTH LIFE AND PROPERTY WERE IN DANGER BECAUSE OF THE LACK OF PERSONNEL.

H TEMPORARY SALARIES - COMMISSARY DIVISION
FUNDS ARE REQUIRED TO COVER THE POSITIONS OF JANITORS, JANITRESSES AND VENDORS DURING PERIODS OF VACATIONS, SICK LEAVE AND ADDITIONAL HELP NEEDED DURING SUMMER AND OTHER SCHOOL VACATIONS. THE INCREASE IS DUE TO PREVIOUS SALARY ADJUSTMENTS.

I TEMPORARY SALARIES - RECREATIONAL UNITS
TEMPORARY REPLACEMENTS ARE NEEDED DURING PERIODS OF VACATION AND SICK LEAVE COVERING POSITIONS OF GOLF STARTERS, WATCHMEN JANITORS, JANITRESSES AND VENDORS. THE ADDITION OF TWO NEW GOLF COURSES AND A FULL-TIME TEMPORARY REPLACEMENT AT YACHT HARBOR (HARBOR MASTER POSITION HAS NOT BEEN FILLED) ACCOUNTS FOR THE INCREASE REQUESTED.

A TEMPORARY SALARIES - SPECIAL PURPOSE

THIS "SPECIAL PURPOSE" WORKREATION PROJECT HAS PROVED HIGHLY SUCCESSFUL EVER SINCE IT WAS STARTED DURING THE 1959-60 FISCAL YEAR. THE WORK TRAINING AND LEADERSHIP PROVIDED THE 14 TO 16 YEAR OLD YOUNGSTERS PLACE THE EMPHASIS ON LEARNING TO WORK, UNDERSTANDING CONSERVATION AND CITIZENSHIP. THEY WORK UNDER THE SUPERVISION AND DIRECTION OF SELECTED SUPERVISORS PICKED FROM WITHIN THE DEPARTMENT. EACH YOUNGSTER WORKS A FIVE DAY WEEK - THREE HOURS PER DAY FOR FIVE WEEKS. DURING THE AFTERNOON HOURS, VISITS ARE MADE TO BUSINESS FIRMS, MEETINGS ON CONSERVATION AND VARIOUS RECREATION PROGRAMS.

THE ADDITIONAL FUNDS REQUESTED WILL DOUBLE THE PRESENT PROGRAM AND ASSIST IN FILLING THE REQUESTS RECEIVED FROM YOUNGSTERS FOR SUMMER WORK AS WELL AS RECREATION.

THE PROJECT CONSISTS OF TWO FIVE-WEEK SESSIONS, EACH SESSION EMPLOYING 200 YOUNGSTERS MAKING A TOTAL OF 400 YOUTHS.

B OVERTIME AND TEMPORARY WAGES:

FOLLOWING IS THE CLASSIFICATION AND NUMBER OF EMPLOYEES FOR WHICH OVERTIME AND TEMPORARY WAGES ARE REQUIRED:

GENERAL DIVISION

7	A154	CARPENTER
1	A161	GENERAL FOREMAN CARPENTER
1	A204	CEMENT FINISHER
7	A354	PAINTER
1	A357	FOREMAN PAINTER
1	A392	PLASTERER
4	A404	PLUMBER
1	A456	SHEET METAL WORKER
1	A651	WIRE FENCE ERECTOR-ORNAMENTAL IRON WORK
2	E108	ELECTRICIAN
33	J4	LABORER
2	J12	LABOR FOREMAN
1	J91	RIGGER GROUNDMAN
25	01	CHAUFFEUR
5	057	TREE TOPPER
1	057.1	FOREMAN TREE TOPPER

THE ABOVE CLASSIFICATIONS WILL BE USED FOR MAINTENANCE WORK IN OTHER DIVISIONS AS REQUIRED.

ZOO DIVISION

1	J4	LABORER
1	01	CHAUFFEUR

COMMISSARY DIVISION

1	111	GRIDDLE COOK

RECREATIONAL UNITS

7	01	CHAUFFEUR

THE FUNDS REQUESTED WILL PROVIDE SUFFICIENT OVERTIME AND TEMPORARY HELP TO COVER EMERGENCY OVERTIME AS WELL AS TEMPORARY REPLACEMENTS TO COVER VACATIONS, SICK LEAVES AND SEASONAL TEMPORARY HELP.

C WAGES - TEMPORARY - RECREATIONAL UNITS

THE ADDITIONAL FUNDS REQUESTED ARE TO COVER THE INCREASED COST OF OPERATING KEZAR STADIUM AND PAVILION. THE NUMBER OF ACTIVITIES AT THESE UNITS HAS BEEN INCREASED BY THE ADDITION OF ROLLER DERBY, AMATEUR BOXING, PROFESSIONAL BOXING, WRESTLING, ETC., AND REQUESTS ARE STILL BEING RECEIVED FOR THEIR USE. EACH EVENT RESULTS IN FROM $200 TO $300 IN ADDITIONAL REVENUE.

D WAGES - DIRECTOR (SWIMMING)

THE NEED FOR ADDITIONAL PART-TIME (AS NEEDED) LOCKER ROOM AIDES, LIFEGUARDS, MATRONS AND SWIMMING INSTRUCTORS RESULTS FROM THE HEAVY DEMAND FOR SWIMMING CLASSES AND THE SUBSEQUENT INCREASED ATTENDANCE AT THE SWIMMING POOLS. FOR SAFETY PURPOSES, ONE LIFEGUARD IS ON DUTY FOR EACH 75 TO 100 PERSONS USING EACH POOL. INSUFFICIENT FUNDS MAKE IT NECESSARY TO LIMIT THE NUMBER ADMITTED TO EACH POOL. DEMAND FOR USE OF THE POOLS INCREASES REGARDLESS OF WEATHER CONDITIONS.

E WAGES - DIRECTORS (RECREATION)

RECREATION AND ASSISTANT RECREATION DIRECTORS, ON A PART-TIME (AS NEEDED) BASIS ARE ESSENTIAL TO THE OPERATION OF THE MANY PLAYGROUNDS AND CENTERS. THESE EMPLOYEES ARE USED AS SUBSTITUTE DIRECTORS, AS ADDITIONAL DIRECTORS WHEN DEMAND WARRANTS, AND FOR SATURDAYS, SUNDAYS AND HOLIDAYS, ETC. THE SHORTAGE OF PART-TIME FUNDS MADE IT NECESSARY TO CURTAIL NUMEROUS PROGRAMS AND USE OF MANY PLAYGROUNDS DURING THE PAST YEAR.

F OVERTIME AND TEMPORARY WAGES - GARDENERS

GARDENER OVERTIME AND TEMPORARY REQUIREMENTS ARE REQUESTED FOR USE IN THE SEVERAL DIVISIONS AS FOLLOWS:

	OVERTIME	TEMPORARY
GENERAL DIVISION	173 DAYS	1160 DAYS
RECREATIONAL UNITS	716 DAYS	
	889 DAYS	1160 DAYS

GENERAL DIVISION REQUIREMENTS OF 173 DAYS OVERTIME ARE TO COVER THE SIXTH AND SEVENTH DAY OPERATIONS OF THE CONSERVATORY AND NURSERIES AND THE MAY DAY PROGRAM WHICH IS HELD ON SATURDAY. GENERAL DIVISION TEMPORARY FUNDS ARE TO PROVIDE FOR VACATION AND SICK LEAVE REPLACEMENTS. THE ACCUMULATION OF VACATION TIME FROM YEAR TO YEAR AND THEN USED AT ONE TIME HAS CREATED A SERIOUS PROBLEM IN MAINTAINING LANDSCAPED AREAS. LONG PERIODS OF NEGLECT CAN DESTROY VALUABLE PLANT MATERIAL AND MANY UNCARED FOR AREAS WILL DEVELOP IN THE PARK SYSTEM.

OVERTIME REQUIREMENTS OF 716 DAYS FOR THE RECREATIONAL UNITS IS TO COVER THE CARE AND MAINTENANCE OF THE SIX GOLF COURSES ON SATURDAYS, SUNDAYS AND HOLIDAYS. ALL GOLF COURSES REQUIRE EARLY MORNING WATERING AND TRAP AND GREEN PREPARATION SEVEN DAYS A WEEK. ALSO, OVERTIME IS REQUIRED AT KEZAR STADIUM TO PREPARE THE FIELD FOR PROFESSIONAL FOOTBALL GAMES WHICH ARE PLAYED ON SUNDAYS.

FORM 6550

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission RECREATION AND PARK

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 651

Sheet Number 5

A OVERTIME AND TEMPORARY WAGES -
SUB-FOREMAN & FOREMAN GARDENERS
GENERAL DIVISION REQUIREMENTS FOR TEMPORARY SUB-FOREMAN GARDENERS IS 170 DAYS. THESE EMPLOYMENTS ARE TO COPE WITH THE HEAVY VACATION SCHEDULES BROUGHT BY THE LARGE NUMBER OF EMPLOYEES INVOLVED, AND ALSO DUE TO EXTENDED VACATIONS BROUGHT ABOUT BY ACCUMULATION OF VACATION TIME FROM YEAR TO YEAR.

B FEES AND OTHER COMPENSATION - PIANISTS
THE REQUESTED FUNDS FOR PIANISTS ARE NEEDED TO CONTINUE THE PRESENT PROGRAM WHICH IS CARRIED ON THROUGHOUT THE CITY. FOLLOWING IS A DETAIL OF THE FUNDS REQUESTED:

(1) FOR PLAYGROUNDS, DANCE CLASSES UKULELE CLASSES AND BALLET CLASSES 82½ CALLS PER WEEK FOR 52 WEEKS @ $4.00 PER CALL	$17,160
(2) FOR SPECIAL AND SEASONAL FUNCTIONS 490 CALLS @ $4.00 PER CALL	1,960
(3) FOR REGULAR SERVICE TO NEW UNITS AND OTHER FACILITIES WHERE THIS SERVICE COULD NOT BE FURNISHED DUE TO LACK OF FUNDS 816 CALLS @ $4.00 PER CALL	3,264
	$22,384

THE ADDITIONAL FUNDS REQUESTED COVER NEW FACILITIES WHICH HAVE BEEN ADDED DURING THE PAST YEAR AND FOR WHICH FUNDS WERE NOT PROVIDED. THESE UNITS ARE: McCOPPIN FIELDHOUSE, HELEN WILLS CLUBHOUSE, MIDTOWN TERRACE AND THE YERBA BUENA SENIOR CENTER.

CONTRACTUAL SERVICES - GENERAL DIVISION

C LOCAL FARES
THE ADDITIONAL FUNDS ARE REQUIRED TO REIMBURSE THE MANY EMPLOYEES FOR TRANSPORTATION BETWEEN UNITS. A LARGE NUMBER OF EMPLOYEES ARE REQUIRED TO PERFORM THEIR DUTIES AT TWO OR MORE LOCATIONS DURING A SINGLE WORKING DAY. EACH YEAR, AS THE DEPARTMENT EXPANDS, THE LIST OF EMPLOYEES WHO MUST SERVICE MORE THAN ONE UNIT GROWS. AS THIS IS AN OUT-OF-POCKET EXPENSE FOR EMPLOYEES, THEY SHOULD BE REIMBURSED FOR THE AMOUNT SPENT FOR THEIR CARFARE.

D TRAVEL EXPENSE

ROUTINE TRAVEL

FUNDS ARE REQUESTED FOR ROUTINE TRAVEL FOR ATTENDING VARIOUS CONFERENCES AND MEETINGS WHICH MAY BE CALLED DURING THE YEAR. EXAMPLES OF SUCH CONFERENCES AND MEETINGS ARE THE GOVERNOR'S CONFERENCE ON AGING, LEAGUE OF CALIFORNIA CITIES, MEETING ON FORT FUNSTON, PALACE OF FINE ARTS, ETC., WHICH DELEGATES ARE REQUESTED TO ATTEND $200

OFFICIAL TRAVEL

NATIONAL RECREATION ASSOCIATION
NUMBER OF PERSONS TO ATTEND: ONE
PURPOSE: TO ATTEND THE ANNUAL NATIONAL RECREATION ASSOCIATION CONFERENCE.
MEMBERSHIP AUTHORIZED BY ORDINANCE NO. 10541
DATE OF MEETING: SEPTEMBER 30-NOVEMBER 5, 1962
PLACE OF MEETING: PHILADELPHIA, PENNSYLVANIA
AMOUNT REQUESTED: $536

AMERICAN INSTITUTE OF PARK EXECUTIVES
NUMBER OF PERSONS TO ATTEND: ONE
PURPOSE: TO ATTEND THE ANNUAL CONFERENCE OF THE AMERICAN INSTITUTE OF PARK EXECUTIVES
MEMBERSHIP AUTHORIZED BY ORDINANCE NO. 10541
DATE OF MEETING: SEPTEMBER 23-27, 1962
PLACE OF MEETING: KANSAS CITY, MISSOURI
AMOUNT REQUESTED: $410

CALIFORNIA RECREATION ASSOCIATION
NUMBER OF PERSONS TO ATTEND: ONE
PURPOSE: TO ATTEND THE ANNUAL CALIFORNIA RECREATION CONFERENCE
MEMBERSHIP AUTHORIZED BY ORDINANCE NO. 10541
DATE OF MEETING: FEBRUARY 24-28, 1963
PLACE OF MEETING: SAN DIEGO, CALIFORNIA
AMOUNT REQUESTED: $237

NATIONAL SHADE TREE CONFERENCE, WESTERN CHAPTER
NUMBER OF PERSONS TO ATTEND: FIVE
PURPOSE: TO ATTEND NATIONAL SHADE TREE CONFERENCE
MEMBERSHIP AUTHORIZED BY ORDINANCE NO. 10541
DATE OF MEETING: AUGUST 5-10, 1962
PLACE OF MEETING: SAN FRANCISCO, CALIFORNIA
AMOUNT REQUESTED $150

CALIFORNIA SOCIETY, AMERICAN INSTITUTE OF PARK EXECUTIVES
NUMBER OF PERSONS TO ATTEND: ONE
PURPOSE: TO ATTEND THE ANNUAL CONFERENCE OF THE CALIFORNIA SOCIETY, A.I.P.E.
MEMBERSHIP AUTHORIZED BY ORDINANCE NO. 10541
DATE OF MEETING: FEBRUARY 24-27, 1963
PLACE OF MEETING: SAN DIEGO, CALIFORNIA
AMOUNT REQUESTED: $217

$1750

A MAINTENANCE AND REPAIR - BUILDINGS
THIS ITEM FOR $950 WAS INADVERTENTLY INCLUDED IN THE GENERAL DIVISION ACCOUNTS. THE AMOUNT WILL ALSO BE FOUND IN THE RECREATIONAL UNITS SECTION (SHEET I7, LINE 23).

B MAINTENANCE AND REPAIR - AUTOMOTIVE EQUIPMENT (PUR)
THESE FUNDS ARE FOR TRANSFER TO THE PURCHASER'S SHOP FOR AUTOMOTIVE REPAIRS. THE ADDITIONAL FUNDS ARE TO COVER NEW EQUIPMENT PURCHASED DURING THE PAST FEW YEARS AND TO OFFSET HIGHER WAGES AND COST OF PARTS. A TRACTOR BREAKDOWN MAY COST $4,000 TO $5,000 FOR LABOR AND PARTS TO GET IT BACK IN SERVICE.

C MAINTENANCE AND REPAIR - EQUIPMENT (PUR)
THESE FUNDS ARE FOR THE MAINTENANCE AND REPAIR OF MOTORS, PUMPS, VALVES, ETC. WHICH ARE SENT TO THE PURCHASER'S SHOPS. THE NUMEROUS MOTORS, PUMPS, ETC., WHICH ARE IN OPERATION 24 HOURS A DAY NEED CONSTANT ATTENTION AND OVERHAUL. TO ELIMINATE COSTLY REPLACEMENTS ADDITIONAL FUNDS ARE REQUESTED FOR REPAIRS.

D LIGHT, HEAT AND POWER (LHP)
REQUIREMENTS ARE THOSE RECOMMENDED BY THE PUBLIC UTILITIES COMMISSION, BUREAU OF LIGHT, HEAT AND POWER, IN THEIR LETTER DATED DECEMBER I8, 1961.

E TELEPHONE AND TELEGRAPH (PUR)

FUNDS REQUESTED FOR EXISTING SERVICE		$21,388
ADDITIONAL MONTHLY SERVICE CHARGES FOR NEW INSTALLATIONS (RECURRING):		
MOUNTAIN LAKE PARK	6.I0	
MISSION DOLORES PARK	6.I0	
RECREATIONAL ARTS BUILDING	I.00	
MIDTOWN TERRACE	6.I0	
NOE VALLEY COURTS	6.I0	
LAFAYETTE SQUARE	6.I0	
McGOPPIN SQUARE	6.I0	
LARSEN PARK	6.I0	
PARKSIDE SQUARE	6.I0	
DUBOCE PARK	6.I0	
BUENA VISTA PARK	6.I0	
HOLLY PARK	6.I0	
UNION SQUARE	6.I0	
	74.20 x 12	891
		$22,279

F TELEPHONE INSTALLATIONS (PUR)

MOUNTAIN LAKE PARK	(TELEPHONE & GONG)	$I4.00
MISSION DOLORES PARK	(TELEPHONE & GONG)	I4.00
RECREATIONAL ARTS BUILDING	(EXTENSION TELEPHONE)	4.00
MIDTOWN TERRACE	(TELEPHONE & GONG)	I4.00
NOE VALLEY COURTS	(TELEPHONE & GONG)	I4.00
LAFAYETTE SQUARE	(TELEPHONE & GONG)	I4.00
McGOPPIN SQUARE	(TELEPHONE & GONG)	I4.00
LARSEN PARK	(TELEPHONE & GONG)	I4.00
PARKSIDE SQUARE	(TELEPHONE & GONG)	I4.00
DUBOCE PARK	(TELEPHONE & GONG)	I4.00
BUENA VISTA PARK	(TELEPHONE & GONG)	I4.00
HOLLY PARK	(TELEPHONE & GONG)	I4.00
UNION SQUARE	(TELEPHONE & GONG)	I4.00
		$172.00

G POSTAGE
INCREASE IS REQUESTED TO COVER THE VOLUME NECESSARY FOR NORMAL OPERATIONS. VOLUME IS VERY HIGH DUE TO DAILY MAILING OF TIME SHEETS AND CORRESPONDENCE IN ANSWER TO MAIL RECEIVED FROM THE PUBLIC.

N PRINTING AND ADVERTISING
REDUCTION IN THE AMOUNT OF OFFICIAL ADVERTISING REQUIRED ACCOUNTS FOR THE DECREASE IN FUNDS.

I SCAVENGER SERVICE (PUR)
FUNDS REQUESTED ARE BASED ON CURRENT CONTRACT FOR SCAVENGER SERVICE AND FOR FILL AND COVER CHARGES FOR DUMPING OF DEBRIS:

SERVICE FOR APPROXIMATELY 800 CANS THROUGHOUT THE DEPARTMENT @ 40¢ PER CAN FOR 52 WEEKS	$16,640
FILL AND COVER FOR ZOO DEBRIS	866
FILL AND COVER FOR OTHER DEBRIS	I,539
	$19,045

THE AMOUNT OF LITTER AND DEBRIS ACCUMULATED FROM DAY TO DAY CANNOT BE DISPOSED OF WITHOUT ADDITIONAL SCAVENGER SERVICE. A COMPLETE SURVEY WAS MADE AND IT WAS DETERMINED THAT 800 CANS WAS THE MINIMUM NUMBER THAT SHOULD BE SERVICED.

J WINDOW WASHING SERVICE (PUR)
THE FUNDS REQUESTED ARE TO FURNISH WINDOW CLEANING SERVICE TO THE AQUATIC PARK BUILDING, ADMINISTRATION BUILDING AND SEVEN SWIMMING POOLS. ONLY THE ADMINISTRATION BUILDING IS BEING SERVICED AT THE PRESENT TIME. THE SWIMMING POOLS HAVE VERY HIGH WINDOWS AND SHOULD NOT BE DONE WITHOUT PROPER EQUIPMENT AND EXPERIENCED PERSONNEL.

A RENTAL OF ROAD, CONSTRUCTION AND SHOP EQUIPMENT
THIS DEPARTMENT AT TIMES MUST RENT ROAD EQUIPMENT SUCH AS CLAM SHELLS, HEAVY DUTY WINCHES, ETC., FOR PARTICULAR TYPE JOBS. DURING THE YEAR CERTAIN TYPES OF WORK REQUIRE SPECIAL EQUIPMENT WHICH IS NOT AVAILABLE WITHIN THE DEPARTMENT. THE FUNDS REQUESTED ARE BASED ON JOB PLANNING NEEDS.

B PEST CONTROL (PUR)
THE COST OF PEST CONTROL SERVICE WAS INCREASED DURING THE PAST YEAR. THE ADDITIONAL FUNDS REQUESTED WILL OFFSET THE INCREASE.

C ENGINEER SERVICES
THE ADDITIONAL FUNDS REQUESTED ARE FOR THE AQUATIC PARK PIER SOUNDINGS. SOUNDINGS WERE LAST MADE ON APRIL 10, 1961, BY E. ELMORE HUTCHISON, CONSULTING ENGINEER. THE FOLLOWING IS QUOTED FROM HIS REPORT:

"INSPECTION SHOWS THAT THIS SCOURING ALTHOUGH VERY ERRATIC DOES NOT ALARM ME AT THIS TIME AS THE BOTTOM IS STILL HIGHER THAN THE 1956 SOUNDINGS SHOW. HOWEVER, BECAUSE THIS AREA DOES SCOUR AND WE HAVE NO WAY OF TELLING WHAT IS GOING ON WITHOUT PERIODIC SOUNDINGS, I RECOMMEND THAT ANOTHER SOUNDING BE MADE IN TWO YEARS."

ON RECOMMENDATION OF THE CONSULTING ENGINEER, FUNDS ARE BEING REQUESTED SO THAT SOUNDINGS CAN BE MADE DURING THE EARLY PART OF THE 1962-63 FISCAL YEAR.

D CONCERTS (PARK BAND)
MR. RALPH MURRAY, CONDUCTOR OF THE GOLDEN GATE PARK BAND, HAS SUBMITTED FUND REQUIREMENTS FOR THE 1962-63 FISCAL YEAR. THE FOLLOWING IS QUOTED FROM MR. MURRAY'S LETTER:

"THERE ARE FIFTY-TWO SCHEDULED SUNDAY CONCERTS, EIGHT HOLIDAYS AND THE MAY DAY CELEBRATION IN KEZAR STADIUM. ALLOWANCES FOR INCLEMENT WEATHER HAVE ALWAYS BEEN TAKEN INTO CONSIDERATION, PLUS THE FACT THAT THE MUSICIANS' UNION TRANSCRIPTION AND RECORDING FUND HAVE PAID THE MUSICIANS ON MANY OCCASIONS FOR SEVERAL YEARS. I HAVE BEEN INFORMED THAT THEIR FUNDS HAVE DECREASED SO THAT THEY CAN NO LONGER EXTEND THIS COURTESY. I AM REQUESTING THAT THE SUM OF $39,545.00 BE INCLUDED IN YOUR BUDGET FOR GOLDEN GATE PARK BAND CONCERTS. THIS SUM IS BASED ON A MINIMUM OF $719.00, INCLUDING INSURANCE, FOR FIFTY-FIVE CONCERTS."

PER CONCERT DETAILS ARE AS FOLLOWS:

NO. OF PLAYERS		SALARY RATE	COST
1	DIRECTOR	$85	$ 85
13	1ST INSTRUMENT PLAYERS	16	208
28	OTHER PLAYERS	15	420
	PROGRAM BOYS	6	6
			$719

E RELETTER SIGNS
PLAYGROUNDS, AS WELL AS MANY OTHER UNITS AND LOCATIONS OF INTEREST, REQUIRE SIGNS FOR IDENTIFICATION. THESE SIGNS MUST BE LETTERED OR PRINTED BY QUALIFIED AND EXPERIENCED PERSONNEL. THEREFORE, REQUEST IS BEING MADE FOR FUNDS TO EITHER RE-LETTER OR TO LETTER NEW SIGNS WHICH ARE NEEDED THROUGHOUT THE CITY.

CONTRACTUAL SERVICES - COMMISSARY DIVISION

F LIGHT, HEAT AND POWER (LHP)
REQUIREMENTS ARE THOSE RECOMMENDED BY THE PUBLIC UTILITIES COMMISSION, BUREAU OF LIGHT, HEAT AND POWER, IN THEIR LETTER DATED DECEMBER 18, 1961.

G RODENT CONTROL (PUR)
THE ADDITIONAL FUNDS ARE REQUESTED TO OFFSET THE INCREASED COST OF RODENT CONTROL SERVICES.

CONTRACTUAL SERVICES - RECREATIONAL UNITS

H TRANSPORTATION TO REGULAR ASSIGNMENTS OUT OF TOWN
THE REQUESTED FUNDS ARE TO REIMBURSE EMPLOYEES WORKING AT THE SHARP PARK GOLF COURSE WHO ARE ENTITLED TO TRANSPORTATION COSTS. THE ADDITIONAL FUNDS ARE TO REIMBURSE EMPLOYEES WHO FORMERLY WERE AUTHORIZED TO LIVE OUT OF THE CITY AND HAVE SINCE MOVED BACK TO SAN FRANCISCO. ALL EMPLOYEES RESIDING IN SAN FRANCISCO AND WORKING AT SHARP PARK RECEIVE 60 CENTS PER WORKING DAY FOR TRANSPORTATION TO AND FROM THEIR PLACE OF WORK.

I LIGHT, HEAT AND POWER (LHP)
REQUIREMENTS ARE THOSE RECOMMENDED BY THE PUBLIC UTILITIES COMMISSION, BUREAU OF LIGHT, HEAT AND POWER, IN THEIR LETTER DATED DECEMBER 18, 1961.

A RODENT CONTROL
THE FUNDS REQUESTED ARE TO PROVIDE RODENT CONTROL SERVICE IN AND ABOUT KEZAR PAVILION. WITH SHOWER ROOMS, REFRESHMENT FACILITIES, AND ITS LOCATION IN GOLDEN GATE PARK, RODENTS HAVE BECOME A MAJOR PROBLEM. RODENTS CRAWL ALONG THE STEEL GIRDERS AND HAVE BEEN KNOWN TO DROP ON THE AUDIENCE DURING AN EXHIBITION. EACH MONTH FINDS THE SITUATION BECOMING MORE ACUTE.

B RELETTER SIGNS
THESE FUNDS ARE REQUESTED FOR RELETTERING AND PAINTING SIGNS FOR THE SIX GOLF COURSES, KEZAR STADIUM AND PAVILION AND YACHT HARBOR. MANY YEARS HAVE PASSED SINCE THESE SIGNS HAVE BEEN BROUGHT UP-TO-DATE OR RENEWED. SIGNS ARE NEEDED FOR IDENTIFICATION AND CONTROL AT THE TWO NEW GOLF COURSES AS WELL AS AT THE OTHER UNITS.

CONTRACTUAL SERVICES - LAKE MERCED SPORT FISHING

C PATROL SERVICES
THE AMOUNT REQUESTED BY THE ASSOCIATED SPORTSMEN OF CALIFORNIA, DISTRICT COUNCIL NO. 7 OF SAN FRANCISCO, WILL PROVIDE THE NECESSARY PATROLMAN-WARDEN SERVICE FOR THE LAKE MERCED RECREATION AREA. THESE FUNDS ARE PAID TO THE ASSOCIATED SPORTSMEN FOR THE SALARIES, INSURANCE, MILEAGE AND OTHER EXPENSES WHICH MAY BE INCURRED IN THEIR PATROLLING ACTIVITIES. THE PATROLMEN ENFORCE THE PATROLLING PROVISIONS OF ORDINANCE NO. 6226 AND 6954 AND PROVISIONS OF THE CALIFORNIA FISH AND GAME CODE.

ALLOWANCE FOR EMPLOYEES' CARS

D GENERAL DIVISION
THERE HAS ALWAYS BEEN A SHORTAGE OF FUNDS FROM WHICH REIMBURSEMENT TO EMPLOYEES IS MADE FOR USE OF THEIR AUTOMOBILES. THERE ARE PRESENTLY THIRTY-FOUR EMPLOYEES AUTHORIZED TO USE THEIR CARS FOR CITY BUSINESS. UNDER PRESENT APPROPRIATIONS THE OFFICIAL ESTABLISHED RATE CANNOT BE MET BECAUSE OF A SHORTAGE OF FUNDS. PAYMENTS ARE MADE ON A PRO-RATA BASIS AND AVERAGES BETWEEN 75 AND 80 PERCENT OF THE OFFICIAL RATE. THE ADDITIONAL FUNDS SHOULD MEET THE REQUIREMENTS FOR THE COMING YEAR.

ALLOWANCE FOR EMPLOYEES' CARS

E ZOO DIVISION
DURING THE 1961-62 FISCAL YEAR AN AUTOMOBILE WAS PURCHASED FOR USE IN THE ZOO AREA AND BY THE ZOO DIRECTOR, THEREFORE FUNDS FOR MILEAGE WILL NOT BE REQUIRED FOR THE DIRECTOR DURING THE 1962-63 FISCAL YEAR.

ALLOWANCE FOR EMPLOYEES' CARS

F RECREATIONAL UNITS
THE REQUESTED FUNDS ARE FOR REIMBURSEMENT TO THE GOLF COURSE SUPERVISOR. FUNDS APPROPRIATED IN PAST YEARS WERE INADEQUATE AND WITH THE ADDITION OF TWO NEW COURSES THE NEED FOR ADDITIONAL FUNDS IS APPARENT. THESE FUNDS WILL PROVIDE REIMBURSEMENT FOR LESS THAN 550 MILES PER MONTH. WITH ONE GOLF COURSE IN SHARP PARK AND THE OTHERS WIDELY SEPARATED WITHIN THE CITY THE ESTIMATE MILES PER MONTH IS VERY CONSERVATIVE.

MAINTENANCE AND REPAIR - BUILDINGS

GENERAL DIVISION

G GYM-SEAL FLOORS AT VARIOUS PLAYGROUNDS AND CENTERS — $13,800
PAINT ALL INTERIOR COURT LINES AND SEAL ALL HARDWOOD FLOORS. SEALING OF FLOORS IS AN ANNUAL MAINTENANCE REQUIREMENT FOR PROTECTION OF THE FLOORS TO FORESTALL REPLACEMENT. THOSE UNITS REQUIRING THIS WORK ARE:

CHINESE CENTER	$1,400
BERNAL GYMNASIUM	800
GLEN PARK GYMNASIUM	1,400
HUNTERS POINT GYMNASIUM	1,000
JOSEPH LEE GYMNASIUM	1,400
OCEAN VIEW GYMNASIUM	1,400
POTRERO HILL GYMNASIUM	1,400
PUNSTON GYMNASIUM	800
ST. MARY'S GYMNASIUM	1,400
SUNSET GYMNASIUM	1,400
UPPER NOE GYMNASIUM	1,400

H HAMILTON RECREATION CENTER

PAINT GYM WALLS, SEAL AND RELINE FLOORS, ETC. — $ 3,500
THIS WORK WAS LAST DONE IN 1955, AND IN ORDER TO PREVENT FURTHER DETERIORATION THEY SHOULD BE DONE AS SOON AS POSSIBLE. THIS WORK WILL ALSO RECTIFY AN UNSIGHTLY CONDITION.

I EUREKA VALLEY PLAYGROUND

REPAIR AND PAINT INTERIOR AND EXTERIOR OF BUILDING — $10,425
THE ENTIRE BUILDING IS BADLY IN NEED OF PAINT AND VARIOUS REPAIRS SHOULD BE MADE AT THE SAME TIME. SOME OF THE WORK REQUIRED, PRIOR TO PAINTING, IS THE REPLACEMENT OF BROKEN WINDOWS, REPLACE ACOUSTICAL TILE ON CEILING OF LOBBY WITH PLASTER, REPAIR HARDWARE, REMOVE OR REPAIR CALISTRON WALL COVERING IN LOBBY, STAIRWAYS AND MEZZANINE, GYM SEAL AND LINE COURTS IN GYM, ETC.

J AQUATIC PARK

CEMENT WASH EXTERIOR OF BUILDING, ETC. — $12,900
THIS BUILDING HAS BECOME EXTREMELY UNSIGHTLY. IT WAS LAST PAINTED IN 1940. THE BUILDING AND SURROUNDING AREA IS WIDELY USED BY THE PUBLIC AND ATTRACTS MANY TOURISTS. IN ADDITION TO CEMENT WASHING THE ENTIRE BUILDING THE FOLLOWING WORK SHOULD BE DONE: REMOVE RUST FROM STAINLESS STEEL SASH AND TRIM AND TREAT TO PREVENT CORROSION, REPLACE RIXON FLOOR HINGES ON BALCONY AND MAIN ENTRANCE DOORS, CHECK HARDWARE AND REPAIR OR REPLACE AS NEEDED, ETC.

FORM 6250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission RECREATION AND PARK

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 651 Sheet Number 9

A SUNSET AND POTRERO HILL RECREATION CENTERS

REPAIR ROOFS — $10,000
THESE ROOFS ARE A CONSTANT SOURCE OF TROUBLE BECAUSE OF LEAKS. THIS SITUATION SHOULD BE REMEDIED BY REPLACING WITH NEW ROOFS USING ONE-HALF LAP OR SPLIT SHEET MATERIAL. THE WATER SEEPING THROUGH THE PRESENT ROOFS IS DAMAGING THE HARDWOOD FLOORS, PAINT AND PLASTER.

B POTRERO HILL RECREATION CENTER

GLAZING WORK, SASH ALTERATIONS AND INSTALL SCREENS — $ 4,500
THERE ARE MORE THAN 20 BROKEN PANES OF GLASS IN THE EAST END OF THE BUILDING AND 36 IN THE WEST END. THE SIZE OF THE PANES SHOULD BE ALTERED TO A SMALLER SIZE AND CAN BE DONE BY INSTALLATION OF MUNTEN BARS IN THE METAL SASH. FUTURE REPLACEMENT COST WILL BE REDUCED BY REDUCTION OF THE SIZE OF THE PANES OF GLASS.

C OCEAN VIEW RECREATION CENTER

GLAZING WORK, SASH ALTERATIONS AND REPLACE SCREENS — $ 4,500
THERE ARE 50 BROKEN PANES OF GLASS IN THE EAST END OF THE GYMNASIUM AND 21 BROKEN PANES IN THE WEST END. THE SASH OF THESE PANES SHOULD BE ALTERED TO A SMALLER SIZE BY INSTALLING MUNTEN BARS IN THE SASH. THE REDUCTION OF SIZE OF THE PANES OF GLASS WILL REDUCE FUTURE REPLACEMENT COSTS.

D ST. MARY'S RECREATION CENTER

GLAZING WORK, SASH ALTERATIONS AND REPLACE SCREENS — $ 4,500
THERE ARE 60 BROKEN PANES OF GLASS IN THE EAST END OF THE GYMNASIUM. THESE PANES SHOULD BE REDUCED IN SIZE BY INSTALLING MUNTEN BARS IN THE SASH. REPLACE AN ADDITIONAL 50 PANES OF GLASS IN THE WEST END OF THE GYMNASIUM AND REPLACE SCREENS AS NEEDED THROUGHOUT.

E BERNAL PLAYGROUND FIELDHOUSE

PAINT INTERIOR OF BUILDING — $ 1,500
PAINTING INTERIOR OF THIS BUILDING IS NEEDED TO MAINTAIN APPEARANCE AND PROTECT THE PROPERTY.

F NORTH BEACH POOL

REPAINT BOTTOM OF POOL — $ 1,800
THE PAINT HAS WORN OFF AND SHARP AND ROUGH EDGES HAVE DEVELOPED, MAKING IT HAZARDOUS FOR THOSE USING THE POOL.

G GARFIELD POOL

REFINISH BOTTOM OF POOL — $ 1,800
THE CHEMICALS USED IN THE PURIFICATION OF THE WATER HAVE CAUSED A BREAKDOWN OF THE SURFACING OF THE POOL BOTTOM. THIS AGGRAVATES THE GROWTH OF ALGAE, AND DAILY MAINTENANCE HAS BECOME VERY DIFFICULT.

H ROSSI POOL

REPAIR LINING OF POOL, INSTALL RAMPS, ETC. — $ 2,600
THE POOL FLOOR IS BADLY PITTED, CAUSING ALGAE TO FORM VERY QUICKLY. IT IS VERY DIFFICULT TO KEEP THE POOL IN GOOD SANITARY CONDITION. RAMPS SHOULD BE PROVIDED TO CORRECT DRAINAGE NEAR THE SHOWERS. ATTACHMENTS SHOULD BE INSTALLED FOR STRETCH ROPES ACROSS SHALLOW END OF POOL AS A SAFETY MEASURE AND TO SEPARATE NON-SWIMMERS FROM SWIMMERS.

I NORTH BEACH POOL

SANDBLAST INTERIOR WALLS OF POOL AREA — $3,500
THIS WILL REMOVE THE UNSIGHTLY PAINT AND IMPROVE THE ACOUSTICS BY LEAVING THE SURFACE UNFINISHED AND ROUGH.

J GARFIELD POOL

PAINT EXTERIOR OF BUILDING — $ 3,500
WALLS AND DOORS ARE BADLY SCRATCHED AND MARRED LEAVING THE WOOD UNPROTECTED.

A WORK ORDERS TO DEPARTMENT OF PUBLIC WORKS FOR REPAIR TO BUILDINGS — $20,000

THIS ACCOUNT IS MAINLY USED FOR THE REPLACEMENT OF BROKEN GLASS, BROKEN AND DEFECTIVE LOCKS AND NECESSARY MOTOR REPAIRS.

THE RECREATION AND PARK DEPARTMENT HAS OVER 500 BUILDINGS TO MAINTAIN. THERE IS A TREMENDOUS AMOUNT OF GLASS BREAKAGE IN THESE BUILDINGS AND EFFORT IS MADE TO REPLACE THE GLASS AS SOON AS POSSIBLE, AS UNREPLACED BROKEN GLASS SEEMS TO INDUCE FURTHER GLASS BREAKAGE BY VANDALS.

IN THE PAST, THE MONEY ALLOTTED IN THIS ACCOUNT HAS ALLOWED US TO REPAIR ABOUT ONE-THIRD OF THE GLASS BREAKAGE. THE OTHER TWO-THIRDS OF THE GLASS BREAKAGE HAS TO BE LEFT UNDONE OR TEMPORARY REPAIRS WITH PLYWOOD MADE. THIS LEAVES THE BUILDINGS IN AN UNSIGHTLY CONDITION AND ALLOWS VANDALS TO BREAK INTO THE BUILDING EASIER AND CAUSE FURTHER DAMAGE.

THE WEAR AND TEAR OF THE LOCKS IN THE 500 ODD BUILDINGS IS CONSIDERABLE. THE CONSTANT USE OF THE DOORS BY THE CHILDREN AND GROWNUPS CAUSES THE LOCKS AND HINGES OF THESE BUILDINGS TO BREAK DOWN OFTEN, AND PROMPT REPAIRS MUST BE MADE TO PROTECT THE BUILDINGS FROM VANDALISM AND THEFT. THE MONEY ALLOTTED TO US FOR LOCK REPAIR IN THE PAST HAS BEEN INADEQUATE TO DO ALL THE LOCK WORK THOROUGHLY.

IN THE MATTER OF ELECTRIC MOTORS, REWINDING PUMP MOTORS AND THE REBUILDING OF SWITCHES FOR OUR NUMEROUS FLOODLIGHT SYSTEMS; THESE REPAIRS MUST BE MADE PROMPTLY, AND SUFFICIENT MONIES MUST BE ON HAND TO MAKE THESE REPAIRS. HOWEVER, THERE HAVE BEEN MANY JOBS IN THE PAST THAT HAD TO BE LEFT UNDONE FOR LONG PERIODS OF TIME BECAUSE OF LACK OF FUNDS.

IF SUFFICIENT FUNDS WERE ALLOWED FOR THIS ACCOUNT, PROMPT ELECTRICAL REPAIRS COULD BE MADE AND PREVENT FURTHER DAMAGE TO THE ELECTRICAL SYSTEMS. THIS WILL ALSO ASSURE THAT SCHEDULED EVENTS ON THE MANY PLAYFIELDS WILL NOT BE DISRUPTED.

AS THERE ARE OVER 500 BUILDINGS AND INSTALLATIONS, THE PRORATION OF THE $20,000 WOULD AMOUNT TO $50.00 A BUILDING. THIS MONEY WOULD ASSURE THE DEPARTMENT THAT THE MAINTENANCE AND REPAIRS OF THE BUILDINGS WOULD BE DONE MORE PROMPTLY AND THOROUGHLY AND WOULD DETER VANDALISM AND OFFER BETTER SERVICES FOR THE GENERAL PUBLIC.

B WORK ORDERS TO DEPARTMENT OF PUBLIC WORKS FOR MISCELLANEOUS EMERGENCY REPAIRS TO ROOFS — $5,000

AT PRESENT, THE REPAIR OF DAMAGED AND LEAKY ROOFS HAS TO WAIT A YEAR OR MORE UNTIL MONEY FOR IT CAN BE MADE AVAILABLE IN THE NEXT BUDGET. MEANWHILE WATER ENTERING THE BUILDINGS CAUSES DAMAGE, ESPECIALLY TO THE EXPENSIVE GYMNASIUM FLOORS. DURING RAIN, SCHEDULED ACTIVITIES IN GYMNASIUMS SO AFFECTED HAVE TO BE POSTPONED OR CANCELED, DUE TO THE UNSAFE CONDITION OF A WET FLOOR.
IF SUFFICIENT FUNDS WOULD BE ALLOWED, EMERGENCY REPAIRS COULD BE MADE IMMEDIATELY, PREVENTING GREATER AND COSTLIER DAMAGE TO BUILDINGS AND ALLOWING THE NORMAL FUNCTIONING OF THE BUILDINGS FOR THE SERVICE THEY ARE INTENDED FOR.

C ACADEMY OF SCIENCES-WORK ORDERS TO DEPARTMENT OF PUBLIC WORKS FOR BUILDING REPAIRS — $1,800

THE FUNDS REQUESTED ARE FOR EMERGENCY ORDERS TO THE DEPARTMENT OF PUBLIC WORKS FOR REPAIRS TO BUILDINGS.

MAINTENANCE AND REPAIR - STRUCTURES

GENERAL DIVISION

D AQUATIC PARK

REPAIR TERRAZZO WALK — $1,000

THE TERRAZZO WALK IN FRONT OF THE MAIN ENTRANCE IS BADLY CRACKED AND IS DANGEROUS TO PEDESTRIANS.

TEMPORARY REPAIRS HAVE BEEN MADE ON THIS WALK; HOWEVER THERE SHOULD BE PERMANENT REPAIRS MADE TO THIS WALK.

E MISSION POOL

REPLACE PROMENADE DECK AND REPAIR POOL GUTTER DRAIN — $5,700

THE PROMENADE DECK AROUND THE POOL, DUE TO SUBSIDENCE, IS BADLY CRACKED AND DEPRESSED OVER LARGE AREAS WHICH HAS CAUSED DRAINAGE PIPES TO BREAK. THIS IS AN EXTREME HAZARD TO YOUNGSTERS USING THE POOL.

F FUNSTON PLAYGROUND

PAINT LIGHT STANDARDS — $5,000

CHIP AND PAINT 33 LIGHT STANDARDS. THESE POLES ARE SHOWING RUST, AND A PAINT JOB AT THIS TIME WILL PROTECT THEM FROM DETERIORATING.

G GOLDEN GATE PARK - 7TH AVENUE ENTRANCE

REPAIR STATION ENTRANCE AND PAINT — $2,100

THIS STRUCTURE IS BADLY IN NEED OF REPAIR AND PAINT. STRUCTURE WAS LAST PAINTED IN 1930.

A CLEAN THIRTY MONUMENTS LOCATED THROUGHOUT THE CITY — $6,000

THESE MONUMENTS HAVE TO BE CLEANED BY STEAM AND MISCELLANEOUS METHODS TO OBLITERATE OBSCENE WRITINGS, ETC. THE WORK HAS NEVER BEEN DONE AND SHOULD BE ACCOMPLISHED TO ADD TO THE BEAUTY OF THE CITY.

B ACADEMY OF SCIENCES

PAVE SERVICE AREA ROAD — $2,000

PAVE ROAD AND PARKING AREA ADJACENT TO BACK OF ACADEMY BUILDINGS. FROM LONG AND HEAVY USE THIS AREA IS DUSTY AND CHUCK HOLES CREATE A DRIVING HAZARD. SURFACING WITH BLACK-TOP IS NEEDED AS A MAINTENANCE MEASURE FOR PUBLIC SAFETY, AND TO PROVIDE A SMALL PARKING AREA FOR ACADEMY VEHICLES, WHICH WILL ASSIST IN KEEPING THE MIDDLE DRIVE CLEAR OF PARKED CARS AND TRUCKS. CONTRACTOR FOR THE NEW BOTANY LIBRARY WING HAS DONE SOME PAVING OF ACCESS ROAD TO MAIN SERVICE ENTRANCE. THIS REQUEST ALSO INCLUDES COMPLETING THE PAVING JOB BY WIDENING THE PRESENT PAVED ACCESS ROAD AREA TO ACCOMMODATE LARGE TRUCKS USING THE ACADEMY'S MAIN SERVICE ENTRANCE, AND REINFORCING THE EDGES WITH SOME CRUSHED ROCK AND RETAINING CURBS.

C ACADEMY OF SCIENCES

REPAIR WHALE SKELETON SHED — $3,850

THIS HEAVY WOODEN SHED IS SUPPORTED BY 16" X 16" WOODEN POSTS, ABOUT 16' HIGH, HALF OF WHICH HAVE ROTTED TO THE POINT WHERE THE WEIGHT IS NOW SUPPORTED BY 1/2" X 3" RUSTED METAL BARS INSTALLED MANY YEARS AGO. IMMEDIATE NEED IS FOR EXTENSIVE REPAIRS TO PREVENT A PUBLIC HAZARD TO SCHOOL CHILDREN WHO CAN NOW CRAWL OVER THE SKELETON AND ITS FRAMEWORK. THE MAIN SKELETON IS THE LARGEST COMPLETE ONE IN THE AREA AND ALSO NEEDS PROTECTION FROM VANDALISM BY MEANS OF A SIMPLE WIRE ENCLOSURE.

WITH THE ABOVE WORK COMPLETED, THE ACADEMY'S DEPARTMENT OF EXHIBITS WOULD PLAN TO RECONDITION THE LARGE WHALE SKELETON TO IMPROVE IT AS AN EDUCATIONAL EXHIBIT, WHICH IS NOW VISITED BY MANY THOUSANDS OF SCHOOL CHILDREN.

MAINTENANCE AND REPAIR - STRUCTURES

ZOO DIVISION

D BEAR DENS

COMPLETE REPAIR OF ROOFS — $2,700

A PORTION OF THIS WORK WAS DONE IN PREVIOUS BUDGETS, BUT INSUFFICIENT FUNDS WERE ALLOWED FOR THE COMPLETION OF THE WORK THAT WAS REQUIRED.

MAINTENANCE AND REPAIR - STRUCTURES

COMMISSARY DIVISION

E GOLDEN GATE PARK-CHILDREN'S QUARTERS

REPAIR AND PAINT MERRY-GO-ROUND — $3,500

LAST REPAIRED AND PAINTED IN THE YEAR 1956, CONTRACT PRICE $6451.00. CONSIDERABLE LESS WORK WILL BE REQUIRED AT THIS TIME. REPAIR AND PAINTING OF ANIMALS AND DECK WILL CLEAN UP THE REMAINDER OF THE UNIT.

MATERIALS AND SUPPLIES

GENERAL DIVISION

F REPLACEMENT PARTS FOR OTHER EQUIPMENT

THESE FUNDS ARE FOR THE PURCHASE OF REPLACEMENT PARTS FOR AMPLIFIERS, BOILERS, ELECTRIC MOTORS, FURNACES, TRANSFORMERS, VENTILATING SYSTEMS, ETC. DUE TO THE AGE AND CONDITION OF MANY OF THE ABOVE ITEMS OF EQUIPMENT ADDITIONAL REPLACEMENT PARTS WILL BE NEEDED TO KEEP THEM IN OPERATION.

G METALS AND CASTINGS

THIS ACCOUNT IS FOR THE NECESSARY MAINTENANCE SUPPLIES FOR THE SHEET METAL SHOP AND THE ORNAMENTAL IRON SHOP IN MAKING NORMAL REPAIRS AND REPLACEMENTS FOR DEPARTMENT BUILDINGS, STRUCTURES AND EQUIPMENT.

IN ADDITION TO THE ABOVE, THE REPAIRS TO METAL ROOFS, GUTTERS AND DOWN SPOUTS REQUIRE A CONSTANT SUPPLY OF MATERIALS FROM THIS PARTICULAR ACCOUNT. BECAUSE OF THE REDUCED ALLOWANCE IN THE PAST BUDGETS FOR THIS ACCOUNT, THE REPAIRS TO METAL ROOFS, ETC. HAVE BEEN GREATLY CURTAILED, THE RESULT BEING THAT THE ROOFS AND DRAINS ARE LEAKING, WHICH HAS DAMAGED THE PARK BUILDINGS AND PROPERTIES.

THIS ACCOUNT ALSO SUPPLIES THE FUNDS FOR THE REPAIRS OF AIR DUCTS AND VENTILATING SYSTEMS, AND FOR THE NECESSARY METAL SUPPLIES AND EQUIPMENT FOR THE BENCHES, CATCH BASIN GRILLS AND WINDOW GRILLS IN THIS DEPARTMENT. THE BENCHES, GRILLS AND WINDOWS HAVE TO BE MAINTAINED DILIGENTLY TO PROTECT THE GENERAL PUBLIC AND PROTECT OUR BUILDINGS FROM DAMAGE.

IT IS IMPERATIVE THAT THIS ACCOUNT BE INCREASED IN ORDER THAT WE GET THE MATERIALS TO PERFORM THIS FUNCTION PROPERLY.

A SHOP, FIELD & ENGINE ROOM SUPPLIES

THIS ACCOUNT SUPPLIES THE FUNDS FOR THE CONSTRUCTION AND MAINTENANCE DIVISION FOR SUCH ITEMS AS SASH CORD ROPE USED TO REPLACE HALYARDS ON FLAGPOLES ($1000 A YEAR), SWING BELTING FOR THE PLAY APPARATUS ($1,200 A YEAR), AIR HOSE, FIBRE ROPE, WOOD PRESERVATIVES, SUCTION HOSE AND MANY OTHER MISCELLANEOUS ITEMS WHICH COST $1,800 A YEAR. SUPPLIES ARE ALSO PURCHASED FROM THIS ACCOUNT FOR BOILERS, PUMPS, MOTORS AND OTHER MECHANICAL EQUIPMENT.

B AGGREGATES AND OTHER BUILDING MATERIALS

THE PRINCIPAL ITEMS PURCHASED UNDER THIS CATEGORY ARE SAND, GRAVEL, CUTBACK, ETC. (FOR REPAIR OF ROADS AND PATHS), CRUSHED ROCK, CEMENT, TERRA COTTA PIPE, ROOFING MATERIAL, PLASTER BOARD, CONCRETE MIX, BUILDING PAPER, BRICK, ETC.

THE ADDITIONAL FUNDS REQUESTED FOR THIS ACCOUNT ARE TO OFFSET THE INCREASED COST OF AGGREGATES AND TO PROVIDE THE NEW EQUIPMENT (PURCHASED LAST YEAR) WITH SUFFICIENT MATERIALS TO OPERATE IN AN EFFICIENT AND ECONOMICAL MANNER AND TO KEEP OUR NUMEROUS PATHS AND ROADWAYS IN EXCELLENT CONDITION AND SAFE FOR THE GENERAL PUBLIC'S USE.

C LUMBER AND MILLWORK

AS THE MANY BUILDINGS AND STRUCTURES WHICH THIS DEPARTMENT IS REQUIRED TO MAINTAIN GET OLDER, THEY NATURALLY DETERIORATE AND REQUIRE MORE AND MORE LUMBER IN MAKING GENERAL REPAIRS. SPECIAL EVENTS SUCH AS CARNIVALS ARE BECOMING MORE NUMEROUS IN THIS DEPARTMENT WHICH ALSO REQUIRE MORE LUMBER, PLASTER BOARD, ETC.

D MISCELLANEOUS HARDWARE

THIS ITEM INCLUDES MANY MAJOR ITEMS WHICH ARE COSTLY AND NEEDED IN THE DAILY OPERATIONS OF THIS DIVISION, SUCH AS: SPRINKLER PARTS, WASHERS, FENCE FABRIC AND FIXTURES TO REPAIR AND REPLACE OLD FENCING, FOR ROUGH HARDWARE SUCH AS HINGES, NAILS, NUTS AND BOLTS, ROPE, SAND PAPER, ETC. USED FOR GENERAL AND MISCELLANEOUS REPAIRS; VARIOUS APPARATUS PARTS FOR REPAIRS TO PLAYGROUND EQUIPMENT; FOR FINISHED HARDWARE SUCH AS LOCKS, LATCHES, CYLINDERS, PANIC BOLTS, DOOR CHECKS (THESE ITEMS ARE VERY EXPENSIVE) AND FINALLY, METAL SIGNS FOR ORDINANCES, ETC.

MOST OF THESE ITEMS ARE DAMAGED BY VANDALISM, OR THROUGH WEAR AND TEAR HAVE BECOME WORN OUT AND HAVE TO BE REPLACED. THE ITEMS HAVE TO BE REPLACED TO ASSURE THE DEPARTMENT THAT BUILDINGS WILL BE SECURE AND ALSO MAKE THE FUNCTIONS OPERATE IN AN EFFICIENT MANNER.

IN ADDITION TO THE ABOVE, SUCH ITEMS AS SPRINKLER AND WATER HOSE ARE PURCHASED FROM THIS ACCOUNT. WITH THOUSANDS OF LANDSCAPED AREAS WHICH MUST BE MAINTAINED THESE ITEMS ARE IN USE DAILY AND MUST BE REPLACED FREQUENTLY.

E PIPE AND PLUMBING SUPPLIES

THE FUNDS ALLOTTED FROM PREVIOUS BUDGETS HAVE BEEN INADEQUATE TO MAINTAIN ALL THE PIPING AND FIXTURES IN THIS DEPARTMENT. ADDITIONAL FUNDS WERE REQUESTED IN THIS BUDGET BECAUSE OF THE INCREASE IN PLUMBING PERSONNEL AND BECAUSE THE PREVIOUS YEAR'S ALLOTMENTS WERE INSUFFICIENT TO MAINTAIN THE PLUMBING UNITS CORRECTLY.

MANY LARGE PLUMBING LINES SUCH AS 12" LINES HAVE BEEN BREAKING AND FUTURE BREAKS ARE ANTICIPATED AS THESE LINES ARE BECOMING VERY OLD AND DETERIORATING RAPIDLY. FITTINGS AND PIPE FOR THESE LINES ARE VERY EXPENSIVE. THE $6,336 INCREASE IS A CONSERVATIVE ESTIMATE AND IT IS IMPERATIVE THAT THIS ACCOUNT BE RAISED.

BREAKDOWN:		
	MISC. PLUMB.	6,400
	REPLACE HYDRANTS, ETC.	2,800
	FIXTURES, ETC.	4,000
	SNAP VALVES & QUILLS	3,136
	TOTAL	16,336

F ELECTRICAL SUPPLIES

FOLLOWING IS A LIST OF THE DEPARTMENT'S REQUIREMENTS FOR ELECTRICAL SUPPLIES WHICH ARE REQUIRED FOR THE MAINTENANCE OF THE NUMEROUS ELECTRICAL SYSTEMS WITHIN THE CITY:

1. EMERGENCY REPLACEMENTS WHICH CANNOT BE CARRIED IN STOCK - MISCELLANEOUS SUPPLIES AND PARTS $3,600
2. FOR FLUORESCENT LAMPS, BALLASTS, STARTERS AND TUBES FOR REPLACEMENT IN THE ADMINISTRATION BUILDING, THE MAINTENANCE YARD, AND ALL OTHER UNITS USING THIS TYPE OF LIGHTING 3,200
3. FOR PURCHASE OF CONDUIT, FUSES, CONDUIT WIRES, SWITCHES, THERMOSTATS, ETC., WHICH ARE REQUIRED TO MAINTAIN ELECTRICAL SYSTEMS 3,200
4. FOR FLOODLIGHT LAMP REPLACEMENTS. WE HAVE BEEN TRYING TO REPLACE FLOODLIGHTS WITH LONG BURNING LAMPS. THESE LIGHTS ARE VERY EXPENSIVE ($5.50 EA.). HOWEVER, THEY LAST 3 TIMES AS LONG AS THE INEXPENSIVE VARIETY. 2,750
5. FOR MISCELLANEOUS LAMP REPLACEMENT IN GYMNASIUMS, AUDITORIUMS, BUILDINGS, ETC. 2,800
6. FOR REPLACEMENT OF SPECIAL LAMPS IN SWIMMING POOLS 1,700
7. FOR HEAT LAMPS FOR MOTORS, PUMPS, ETC. 998

18,248

A PAINT AND PAINTERS' SUPPLIES
THE FUNDS REQUESTED ARE TO PROVIDE SUFFICIENT MATERIALS TO EFFECTIVELY MAINTAIN THE DEPARTMENT'S FACILITIES. FOLLOWING ARE ESTIMATED REQUIREMENTS:

FOR PAINT TO SUPPLY THE SEVEN BRUSH PAINTERS WITH EACH MAN USING AN AVERAGE OF ONE GALLON OF PAINT PER DAY	$7,490
FOR PAINT TO SUPPLY SPRAY PAINTER USING 4 GALLONS PER DAY	4,408
MISCELLANEOUS REQUIREMENTS AS PUTTY, BRUSHES, SASH TOOLS, RED AND WHITE LEAD, LINSEED OIL, ETC.	2,292
TOTAL	$14,190

THESE FUNDS ARE REQUESTED TO SUPPLY THE PAINTERS WITH THE NECESSARY MATERIALS TO KEEP OUR VALUABLE PROPERTIES FROM DETERIORATING AND TO KEEP THEM IN AN ATTRACTIVE AND PRESENTABLE CONDITION FOR THE GENERAL PUBLIC.

B EXPLOSIVES AND AMMUNITION
AMMUNITION (SHOTGUN SHELLS) IS NEEDED FOR PEST CONTROL TO PROTECT WILD LIFE FROM PREDATORS. IT IS USED ONLY BY A LICENSED RODENT CONTROL MAN AND IS A NECESSARY TOOL TO PERMIT HIM TO PERFORM HIS DUTIES. PREVIOUS APPROPRIATION OF $10 PER YEAR IS NOT ENOUGH TO HANDLE THE WORK TO BE DONE.

C FUEL AND LUBRICANTS (PUR)
THE ADDITIONAL FUNDS REQUESTED ARE TO PROVIDE FUEL AND LUBRICANTS FOR THE NEW MOWERS, TRUCKS, TRACTORS, ETC., RECEIVED DURING THE PAST YEAR.

D LITTER CANS
ADDITIONAL LITTER CANS ARE BEING REQUESTED SO THAT THIS DEPARTMENT CAN CO-OPERATE WITH THE CITY-WIDE CAMPAIGN TO KEEP THE STREETS AND OTHER PUBLIC AREAS CLEAN. GREAT STRIDES HAVE BEEN MADE IN THIS DIRECTION BUT AN INSUFFICIENT NUMBER OF RECEPTACLES ARE AVAILABLE TO KEEP THE PARKS, BEACHES, PLAYGROUNDS, ETC. PROGRESSING WITH THE PROGRAM.

E DRY GOODS, NOTIONS AND FABRICS (PUR)
THE ADDITIONAL FUNDS REQUESTED ARE FOR REPLACEMENT OF TOWELS FOR THE SWIMMING POOLS. THE EVERY DAY WEAR AND TEAR FROM HEAVY USE AND CONTINUAL WASHING MAKES FREQUENT REPLACEMENTS NECESSARY.

F WEARING APPAREL
THE REQUESTED FUNDS ARE FOR THE PURCHASE OF GLOVES, BOOTS, ETC. FOR PROTECTION OF EMPLOYEES WHO ARE ASSIGNED DUTIES WHICH CAUSE THEM PHYSICAL DAMAGE.

G DRUGS AND CHEMICALS
THE SWIMMING POOLS CONSUME LARGE QUANTITIES OF CHEMICALS FOR PURIFICATION OF THE WATER AND WITH THE VERY HEAVY USE OF THE POOL THE NEED FOR ADDITIONAL CHEMICALS INCREASES. THIS ACCOUNT ALSO PROVIDES FUNDS FOR CHEMICALS USED FOR WEED CONTROL IN THE VARIOUS LAKES IN GOLDEN GATE PARK, LAKE MERCED AND PINE LAKE.

H CITY DIRECTORY
THE DIRECTORY IS CONSTANTLY IN USE IN THE DEPARTMENT FOR THE OPERATION AND PLANNING OF RECREATIONAL PROGRAMS AS WELL AS FOR BUSINESS PURPOSES. THESE FUNDS ARE FOR PURCHASING THE ANNUAL EDITION.

I HORTICULTURAL SUPPLIES
THESE FUNDS ARE OF MAJOR IMPORTANCE IN MAINTAINING LANDSCAPED AREAS, BALL FIELDS, ETC. A CONTINUOUS SUPPLY MUST BE AVAILABLE IN ORDER TO KEEP THESE AREAS IN GOOD CONDITION AND PREVENT LOSS. AN EFFORT HAS BEEN MADE TO CONTROL THE NOXIOUS WEED CONDITIONS THAT EXIST IN THE PARKS AND SQUARES BUT INSUFFICIENT FUNDS HAVE HANDICAPPED THESE EFFORTS.

J SOIL AND FERTILIZER
THE FERTILIZATION OF PARKS, SQUARES AND PLAYGROUNDS, INCLUDING GOLDEN GATE PARK, IS SUB-STANDARD AND THE REQUESTED FUNDS ARE MINIMUM REQUIREMENTS FOR A SPOT FEEDING PROGRAM. EACH YEAR LARGE QUANTITIES OF BOTH LOAM AND FERTILIZER ARE REQUIRED TO REPLACE THAT WHICH IS REMOVED WITH PLANTS BEING TRANSPLANTED OR REMOVED. LANDSCAPED AREAS WHERE THE SOIL HAS BECOME IMPOVERISHED REQUIRE LARGE QUANTITIES OF SOIL AND FERTILIZER TO REHABILITATE.

K FORAGE AND OTHER FEED FOR ANIMALS
THE REQUESTED FUNDS ARE FOR FEEDING THE ANIMALS IN GOLDEN GATE PARK, J.D. RANDALL JR. MUSEUM AND PALACE OF FINE ARTS. REQUIREMENTS EXCEED THAT WHICH CAN BE PURCHASED BY PREVIOUS APPROPRIATIONS MAKING IT NECESSARY TO SUPPLEMENT THE SUPPLY FROM ZOO ALLOCATIONS. THIS CREATES A VERY COSTLY AND INEFFICIENT SITUATION BY REQUIRING PERSONNEL AND TRANSPORTATION TO SECURE THE SUPPLY AND ALSO DEPLETES THE ZOO SUPPLY.

L RECREATIONAL SUPPLIES
THE ADDITIONAL FUNDS REQUESTED ARE TO PROVIDE SUPPLIES FOR THE NEW UNITS RECENTLY OPENED AND OPERATED BY THE DEPARTMENT. THESE UNITS ARE MIDTOWN TERRACE, HELEN WILLS PLAYGROUND, YERBA BUENA SENIOR CENTER AND THE SOON TO BE OPENED GLEN PARK DAY CAMP BUILDING.

M TOURNAMENT SUPPLIES
THE OVER-ALL INCREASE IN THE NUMBER OF BOYS AND GIRLS PARTICIPATING IN LEAGUE AND TOURNAMENT PLAY MAKE NECESSARY THE REQUEST FOR ADDITIONAL FUNDS. FOR EXAMPLE, THE YOUTH TENNIS ACTIVITIES HAS INCREASED TO THE POINT WHERE OVER 1,000 BOYS AND GIRLS PARTICIPATE IN THE PROGRAM: THE MIDGET LEAGUE IN BASEDALL HAS INCREASED 25% IN THE LAST TWO YEARS; REGULAR BASEBALL PARTICIPANTS HAVE INCREASED 75% DURING THE SAME PERIOD. THE ADDITIONAL FUNDS REQUESTED ARE FOR THE SUPPLIES NEEDED TO HANDLE THE DEMAND RESULTING FROM INCREASED PARTICIPATION.

MATERIALS AND SUPPLIES

ZOO DIVISION

A SHOP, FIELD AND ENGINE ROOM SUPPLIES
THESE FUNDS ARE NEEDED FOR MAINTENANCE OF THE MANY CIRCULATING PUMPS, SEWAGE DISPOSAL PUMPS, REFRIGERATION SYSTEM, CHLORINATORS, ETC. PREVIOUS APPROPRIATIONS ONLY PROVIDED ABOUT ONE-THIRD THE ANNUAL REQUIREMENTS.

B AGGREGATES AND OTHER BUILDING MATERIALS
THIS ACCOUNT PROVIDES FUNDS FOR MATERIALS TO REPAIR AND MAINTAIN ASPHALT WALKS, PATHS, CAGES, SEWER LINES, WINDOWS, ETC. ADDITIONAL MATERIALS ARE NEEDED IN THIS CATEGORY IN ORDER TO KEEP THE PROPERTY IN GOOD CONDITION AND REPAIR.

C LUMBER AND MILLWORK
LUMBER IS NEEDED FOR REPAIRING AND MAINTAINING DOORS, PANELS, CAGES, SIGNS, ETC. ADEQUATE SAFETY PRECAUTIONS CANNOT BE MAINTAINED WITHOUT THE NECESSARY MATERIALS TO KEEP THE FACILITIES IN GOOD CONDITION.

D PIPE AND PLUMBING SUPPLIES
MANY MILES OF SEWER AND IRRIGATION LINES MUST BE REPAIRED AND MAINTAINED EACH YEAR. WITH A SHORTAGE OF MATERIALS AND SUPPLIES THIS BECOMES QUITE A PROBLEM. IN ADDITION TO THE FOREGOING, SUCH ITEMS AS TOILET SEATS, FIXTURES, ETC. MUST BE MAINTAINED. THE FUNDS REQUESTED ARE MINIMUM ESTIMATES AND REASONABLE FOR THE SIZE OF THE AREA AND THE NUMEROUS FACILITIES CONTAINED IN THE ZOO.

E ELECTRICAL SUPPLIES
REPLACEMENT OF LIGHT GLOBES, HEAT LAMPS, MOTOR PARTS, ETC., MAKES THIS REQUEST FOR ADDITIONAL FUNDS NECESSARY. FUNDS PREVIOUSLY APPROPRIATED ARE INSUFFICIENT TO COVER JUST THE SUPPLY OF ELECTRONIC TUBES, CONTROLS, THERMOSTATS AND GUARDS USED IN THE HEATING AND VENTILATING SYSTEMS.

F PAINT AND PAINTERS' SUPPLIES
IN ORDER TO KEEP THE ZOO IN A PRESENTABLE CONDITION AND TO PROTECT THE STRUCTURES FROM FURTHER DETERIORATION FROM THE ELEMENTS, SUFFICIENT PAINT AND PAINTERS' SUPPLIES SHOULD BE PROVIDED. THE FUNDS REQUESTED WILL PROVIDE ONLY MINIMUM REQUIREMENTS FOR THE MOST ESSENTIAL WORK.

G HOUSEHOLD AND INSTITUTIONAL SUPPLIES
THE ADDITIONAL FUNDS REQUESTED ARE PRIMARILY FOR PURCHASE OF TOILET TISSUE AND PAPER TOWELS. LARGE VOLUME OF THESE ITEMS IS NEEDED TO SUPPLY THE THOUSANDS OF DAILY VISITORS.

H CLEANING, POLISHING AND JANITORIAL SUPPLIES
THE INCREASE IN FUNDS REQUESTED IS FOR SOAP, CLEANING POWDER AND DISINFECTANT. THE NEED IS INCREASING DAILY DUE TO THE HEAVY USE OF THE FACILITIES.

I DRUGS AND CHEMICALS
THESE CHEMICALS ARE USED FOR MAINTAINING SANITARY CONDITIONS IN AND ABOUT THE CAGES. ADDITIONAL FUNDS ARE NEEDED FOR THESE SUPPLIES.

J FORAGE AND FOOD FOR ANIMALS
A SLIGHT INCREASE IS BEING REQUESTED TO PROVIDE FOR ADDITIONS TO THE ZOO AND TO COVER PRICE INCREASES.

MATERIALS AND SUPPLIES

COMMISSARY DIVISION

K ELECTRICAL SUPPLIES
THE ADDITIONAL FUNDS ARE REQUESTED FOR PARTS AND LIGHT GLOBES FOR THE MERRY-GO-ROUND AT CHILDREN'S QUARTERS. VANDALISM CAUSES A VERY HIGH REPLACEMENT RATE FOR GLOBES AND DAMAGE TO OTHER ELECTRICAL APPARATUS.

MATERIALS AND SUPPLIES

RECREATIONAL UNITS

L REPLACEMENT PARTS FOR OTHER MACHINERY AND EQUIPMENT
THE ADDITIONAL FUNDS ARE NEEDED FOR PARTS FOR PUMPS, MOTORS, ETC. AT THE SIX GOLF COURSES. HAVING PARTS IMMEDIATELY AVAILABLE ARE ESSENTIAL TO PREVENT LOSS OF WATER SUPPLY THROUGH LACK OF POWER OR PUMP FAILURE. HAVING PARTS AVAILABLE CAN PREVENT LONG SHUT-DOWNS AND KEEP COURSES IN GOOD CONDITION.

M SMALL TOOLS
THE ADDITIONAL FUNDS ARE TO PROCURE THE INITIAL SUPPLY OF GARDEN AND WORK TOOLS FOR THE TWO NEW GOLF COURSES.

N AGGREGATES AND OTHER BUILDING MATERIALS
THE TRAPS AT ALL GOLF COURSES ARE IN VERY POOR CONDITION DUE TO THE LACK OF SUFFICIENT RIVER SAND. SAND IS CONTINUALLY BEING LOST THROUGH EROSION AND THE GOLFERS. MANY OF THE TRAPS HAVE BARELY ENOUGH SAND TO COVER THE SOIL WHEN IT SHOULD BE AT LEAST THREE INCHES DEEP.

O MISCELLANEOUS HARDWARE
THE FUNDS REQUESTED ARE NEEDED FOR REPLACEMENT OF NUMEROUS SPRINKLERS, SPRINKLER STANDS AND WATER HOSE. THERE IS PRESENTLY A NEED FOR:

66	50' LENGTHS OF WATER HOSE @ $34	$2,244
66	SPRINKLERS @ $9	594
48	SPRINKLER STANDS @ $12	576
		$3,414

Form 4390

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission RECREATION AND PARK

BUDGET EXPLANATIONS

Index Number 651

FISCAL YEAR 1962-63

Sheet Number 15

A FUELS, ILLUMINANTS AND LUBRICANTS (FUR)
THE ADDITIONAL FUNDS ARE TO SUPPLY THE ADDITIONAL MOWERS PURCHASED FOR THE NEW GOLF COURSES.

B HOUSEHOLD AND INSTITUTIONAL SUPPLIES
CLEANING, POLISHING AND JANITORIAL SUPPLIES
ADDITIONAL FUNDS FOR TOILET TISSUE, PAPER TOWELS, SOAP, CLEANING POWDER, ETC. ARE NEEDED TO SUPPLY THE NEW GOLF COURSES.

C DRY GOODS AND WEARING APPAREL
THE ADDITIONAL FUNDS ARE FOR THE PURCHASE OF REPLACEMENT FLAGS FOR THE SIX GOLF COURSES. LOSS OF FLAGS IS VERY HIGH DUE TO VANDALISM.

D DRUGS AND CHEMICALS
THE ADDITIONAL FUNDS ARE FOR PURCHASE OF CHEMICALS FOR WEED CONTROL AT THE NEW MC LAREN PARK GOLF COURSE.

E HORTICULTURAL SUPPLIES
THE SIX GOLF COURSES, KEZAR STADIUM, BALBOA STADIUM AND GOLDEN GATE PARK STADIUM ARE IN NEED OF ADDITIONAL FERTILIZER. WEEDICIDE AND FUNGICIDE. PRESENT APPROPRIATIONS DO NOT PROVIDE NEAR THE AMOUNT REQUIRED TO MAINTAIN THESE LARGE AREAS.

F STORES REVOLVING FUND - GENERAL DIVISION
THIS REVOLVING FUND IS NEEDED TO PURCHASE THE INITIAL STOCK OF MATERIALS AND SUPPLIES TO STOCK THE STOREROOM AND WAREHOUSE IN GOLDEN GATE PARK. FOR OPERATION PURPOSES, AS SUPPLIES ARE WITHDRAWN FROM THE STOREROOM, THE REVOLVING FUND WILL BE REIMBURSED FROM CURRENT BUDGET FUNDS. IT IS BELIEVED THAT WITH A PROPERLY STOCKED STOREROOM:

(1) MONEY WILL BE SAVED BY PURCHASING IN LARGER QUANTITIES.

(2) WITH ADEQUATE SUPPLIES AVAILABLE, THERE WILL BE A GREAT REDUCTION IN TIME LOST IN GETTING THE NECESSARY MATERIALS TO THE VARIOUS PROJECTS.

(3) WITH PROPER STOREROOM FACILITIES AND AN ADEQUATE STOCK OF SUPPLIES THERE WILL BE BETTER CONTROL OF MATERIALS.

FOODSTUFFS

GENERAL DIVISION

G INCREASES AND DECREASES ARE FOR THE PURPOSE OF ADJUSTING OBJECT OF EXPENDITURE CLASSIFICATIONS.

FOODSTUFFS

COMMISSARY DIVISION

H DECREASE IN FUND REQUIREMENTS ARE DUE TO PLACING OF REFRESHMENT BOOTHS AT PLEISHHACKER PLAYFIELD UNDER CONTRACT TO THE SAN FRANCISCO ZOOLOGICAL SOCIETY.

EQUIPMENT - GENERAL DIVISION

REPLACEMENT

I 1 SWIVEL CHAIR — $ 25
REPLACING PRESENT CHAIR IN THE OFFICE OF THE RICHMOND PLAYGROUND WHICH IS IN SUCH POOR CONDITION THAT IT IS NOT SUITABLE FOR USE IN OFFICE WORK. NO INVENTORY NUMBER.

J 1 SAFE — 260
TO REPLACE SAFE WHICH WAS STOLEN FROM THE OFFICE AT MC LAREN POOL. NO INVENTORY NUMBER.

K 1 SET OF BAMBOO SHADES — 250
TO REPLACE BADLY WORN SHADES AT THE CAYUGA PLAYGROUND. THE PRESENT SHADES WILL NO LONGER KEEP OUT THE GLARE FROM THE SUN.

L 1 SET OF DRAPES — 400
TO REPLACE DRAPES AT THE HAMILTON PLAYGROUND WHICH WERE STOLEN

M 7 SETS OF DRAPES @ $400 — 2,800
FOR: APTOS, CHINESE CENTER, COW HOLLOW, GRATTAN, OCEAN VIEW, ST. MARY'S, AND WAWONA PLAYGROUNDS
TO REPLACE DRAPES AT THE ABOVE UNITS WHICH HAVE DETERIORATED FROM AGE AND EXPOSURE. DRAPES ARE ESSENTIAL FOR MOVIES, MEETINGS, CLASSES AND PROGRAMS, ETC.

N 1 AUTOMATIC CALCULATOR, ELECTRIC — 915
REPLACING 1931 MONROE ELECTRIC CALCULATOR, SER. #176478, INV. #12-575, USED IN THE BUSINESS OFFICE AT MC LAREN LODGE.

ESTIMATED COST OF REPLACEMENT	$ 975
ESTIMATED TRADE-IN ALLOWANCE	60
NET AMOUNT REQUESTED	$ 915

O 1 AUTOMATIC CALCULATOR, ELECTRIC — 915
REPLACING 1937 MONROE CALCULATOR, SER. #246278, INV. #12-173, USED IN THE BUSINESS OFFICE AT MC LAREN LODGE.

ESTIMATED COST OF REPLACEMENT	$ 975
ESTIMATED TRADE-IN ALLOWANCE	60
NET AMOUNT REQUESTED	$ 915

Form 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission RECREATION & PARK

BUDGET EXPLANATIONS

FISCAL YEAR 1962-63

Index Number 651 Sheet Number 16

EQUIPMENT - GENERAL DIVISION

REPLACEMENTS

A 1 ADDING MACHINE, ELECTRIC $ 350
REPLACING 1929 BURROUGHS PORTABLE ADDING MACHINE, SER. #9-1304375, INV. #12-906, USED IN THE CONSTRUCTION OFFICE AT THE MAINTENANCE YARD.

ESTIMATED COST OF REPLACEMENT	$ 360
ESTIMATED TRADE-IN ALLOWANCE	10
NET AMOUNT REQUESTED	$ 350

B 3 ADDING MACHINES, ELECTRIC @ $350 1,050
THE PROPOSED TRADE-INS ARE AS FOLLOWS:
1913 BURROUGHS, SER. #225919, INV. #12-7425
1924 BURROUGHS, SER. #862140, INV. #12-6341
1932 BURROUGHS, SER. #8-1485991, INV. #12-1126

ESTIMATED COST OF REPLACEMENTS	$1,080
ESTIMATED TRADE-IN ALLOWANCES	30
NET AMOUNT REQUESTED	$1,050

C 4 TYPEWRITERS, 13", @ $210 840
THE PROPOSED TRADE-INS ARE AS FOLLOWS:*
1940 ROYAL, SER. #12-2527866, INV. # 12-6742
1941 ROYAL, SER. #KMM12-2710610, INV. #12-11361
1941 ROYAL, SER. #KMM12-2708469, INV. #12-558
1941 REMINGTON, SER. #X550459-12, INV. #12-917

ESTIMATED COST OF REPLACEMENTS	$ 860
ESTIMATED TRADE-IN ALLOWANCES	20
NET AMOUNT REQUESTED	$ 840

*NOTE: THE REQUESTED ADDING MACHINES AND TYPEWRITERS ARE FOR USE IN THE ADMINISTRATIVE OFFICES TO REPLACE THOSE WHICH ARE NOT ADEQUATE FOR THE WORK REQUIRED. RATHER THAN TRADE IN THE PARTICULAR MACHINES NOW USED BY THESE EMPLOYEES, IT IS PROPOSED INSTEAD TO TRADE IN OTHER OLDER MACHINES (AS LISTED ABOVE) WHICH ARE IN EVEN POORER CONDITION.

ATTENTION IS INVITED TO THE FACT THAT THE "TABLE OF USEFUL LIVES OF DEPRECIABLE PROPERTY", BULLETIN "F", ISSUED BY THE U.S. INTERNAL REVENUE SERVICE, ESTABLISHES THE AVERAGE USEFUL LIFE OF ADDING MACHINES AS 10 YEARS AND TYPEWRITERS AS 5 YEARS.

D 1 MILLIVOLTMETER, D.C. $ 20
REPLACING (YEAR UNKNOWN) MINNEAPOLIS HONEYWELL MILLIVOLTMETER, INV. #12-11303, USED BY THE MAINTENANCE CREW TO TEST OUT ELECTRICAL SIDE OF GAS VALVES, WIRING AND THERMOSTATS ON FURNACES. NO TRADE-IN VALUE.

E 1 MARK RITE LINER, COMPLETE 550
REPLACING (YEAR UNKNOWN) MARK RITE LINER, MODEL #10-5031, INV. #12-1301, USED BY THE PAINT SHOP FOR SPRAYING EQUIPMENT AND STRIPING COURTS, ETC. PRESENT EQUIPMENT IS WORN OUT AND MUST BE CONSTANTLY REPAIRED.

ESTIMATED COST OF REPLACEMENT	$ 590
ESTIMATED TRADE-IN ALLOWANCE	40
NET AMOUNT REQUESTED	$ 550

F 1 AIR COMPRESSOR, PORTABLE 415
REPLACING 1945 DIVILBEISS COMPRESSOR, SER. #N18-999, INV. #12-932, USED BY THE PAINT SHOP FOR SPRAYING. THE PRESENT COMPRESSOR IS WORN OUT AND IS IN CONSTANT NEED OF REPAIRS.

ESTIMATED COST OF REPLACEMENT	$ 445
ESTIMATED TRADE-IN ALLOWANCE	30
NET AMOUNT REQUESTED	$ 415

G 1 SCRUBBING AND POLISHING MACHINE 180
TO REPLACE MACHINE STOLEN FROM THE JOSEPH LEE PLAYGROUND. NO INVENTORY NUMBER.

H 1 ELECTRIC RANGE 185
TO REPLACE WORN OUT STOVE AT THE OCEAN VIEW PLAYGROUND. THE PRESENT STOVE IS NO LONGER ADEQUATE TO ACCOMMODATE THE MANY ACTIVITIES HELD THERE; FOR EXAMPLE, PARTIES AND SOCIAL MEETINGS, GROUP LUNCHEONS, TINY TOT AND NURSERY SCHOOL, ETC. NO INVENTORY NUMBER.

ESTIMATED COST OF REPLACEMENT	$ 200
ESTIMATED TRADE-IN ALLOWANCE	15
NET AMOUNT REQUESTED	$ 185

I 1 ELECTRIC RANGE 185
TO REPLACE PRESENT STOVE WHICH IS BEYOND ECONOMICAL REPAIR. THIS EQUIPMENT IS ESSENTIAL FOR THE ACTIVE SENIOR CITIZENS, AND OTHER LOCAL COMMUNITY GROUPS WHO USE THE FACILITIES AT THE SOUTH SUNSET PLAYGROUND. NO INVENTORY NUMBER.

ESTIMATED COST OF REPLACEMENT	$ 200
ESTIMATED TRADE-IN ALLOWANCE	15
NET AMOUNT REQUESTED	$ 185

FORM 625D

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission RECREATION & PARK

BUDGET EXPLANATIONS

Index Number 651

FISCAL YEAR 1962-63

Sheet Number 17

EQUIPMENT - GENERAL DIVISION

REPLACEMENTS

A 1 REFRIGERATOR — $ 230

TO REPLACE WORN REFRIGERATOR AT THE GLEN PARK PLAYGROUND. THE OLD REFRIGERATOR IS NO LONG ADEQUATE FOR THE PRESERVATION OF FOODSTUFFS STORED BY THE MANY ORGANIZATIONS USING THESE FACILITIES. NO INVENTORY NUMBER.

ESTIMATED COST OF REPLACEMENT	$ 250
ESTIMATED TRADE-IN ALLOWANCE	20
NET AMOUNT REQUESTED	$ 230

B 1 REFRIGERATOR — 230

TO REPLACE PRESENT REFRIGERATOR AT THE OCEAN VIEW PLAYGROUND WHICH IS WORN OUT. A REFRIGERATOR IN GOOD WORKING CONDITION IS ESSENTIAL IF THE FOOD STORED THERE BY PLAYGROUND GROUPS, MOTHERS' CLUBS, TINY TOTS, ETC. IS TO REMAIN SAFE FOR CONSUMPTION. NO INVENTORY NUMBER.

ESTIMATED COST OF REPLACEMENT	$ 250
ESTIMATED TRADE-IN ALLOWANCE	20
NET AMOUNT REQUESTED	$ 230

C 1 REFRIGERATOR — 230

TO REPLACE WORN REFRIGERATOR AT MERCED HEIGHTS. IMPROVED EQUIPMENT IS NECESSARY IN ORDER TO PROPERLY ACCOMMODATE THE MANY GROUPS USING THESE FACILITIES. NO INVENTORY NUMBER.

ESTIMATED COST OF REPLACEMENT	$ 250
ESTIMATED TRADE-IN ALLOWANCE	20
NET AMOUNT REQUESTED	$ 230

D 1 GENERATOR, PORTABLE — 555

REPLACING 1945 HOMELITE PORTABLE GENERATOR, MODEL #24A, INV. #12-1678, USED BY THE PARK CREW TO POWER CHAIN SAWS, HEDGE SHEARS, ETC., AT STERN GROVE AND RELATED UNITS. THE PRESENT EQUIPMENT IS WORN AND UNRELIABLE DUE TO AGE AND USE.

ESTIMATED COST OF REPLACEMENT	$ 580
ESTIMATED TRADE-IN ALLOWANCE	25
NET AMOUNT REQUESTED	$ 555

E 1 PUMP, PORTABLE, GAS DRIVEN — 500

REPLACING (YEAR UNKNOWN) FAIRBANKS MORSE PORTABLE PUMP, MODEL 7MCW, INV. #12-7604, USED BY THE PLUMBERS FOR PUMPING SAND OUT OF BROKEN WATER LINES, CATCH BASINS, RESERVOIRS, ETC.

ESTIMATED COST OF REPLACEMENT	$ 525
ESTIMATED TRADE-IN ALLOWANCE	25
NET AMOUNT REQUESTED	$ 500

F 1 SAND PUMP — $ 998

REPLACING (APPROX. 1942) LABOR PUMP AND FAIRBANKS MORSE MOTOR, TYPE DHL, SER. #14198, INV. #12-3196, LOCATED AT FLEISHHACKER POOL AND USED FOR REMOVAL OF SAND AND SILT FROM THE BOTTOM OF THE POOL. THE PUMP IMPELLER AND CASING OF THE PRESENT EQUIPMENT HAVE BEEN EATEN AWAY BY THE SAND PUMPED. THE CASING IS TEMPORARILY COVERED BY PATCHES, BUT WILL NOT WITHSTAND THE FIVE ANNUAL CLEANINGS NECESSARY TO KEEP THE POOL CLEAN AND SANITARY FOR PUBLIC USE.

ESTIMATED COST OF REPLACEMENT	$1,048
ESTIMATED TRADE-IN ALLOWANCE	50
NET AMOUNT REQUESTED	$ 998

G 1 WHEELBARROW — 27

TO REPLACE WORN, NON-REPAIRABLE WHEELBARROW WHICH CAN CARRY NOT MORE THAN 50% OF ITS CAPACITY SAFELY. IT IS USED BY THE OPERATING ENGINEERS TO TRANSPORT TOOLS, MATERIALS AND EQUIPMENT BETWEEN VARIOUS LOCATIONS ALONG THE GREAT HIGHWAY, WHICH AT PRESENT OCCASIONALLY REQUIRES A TRUCK. NO INVENTORY NUMBER NOR TRADE-IN VALUE.

H 2 WHEELBARROWS @ $27 — 54

TO REPLACE WHEELBARROWS USED AT GRATTAN AND BAYVIEW PARKS. THE PRESENT EQUIPMENT IS MORE THAN 15 YEARS OLD, RUSTED, AND FULL OF HOLES. THE WHEELBARROWS ARE NEEDED FOR CARRYING LOAM, FERTILIZER, HOSE, SPRINKLERS, TOOLS, ETC. NO INVENTORY NUMBERS NOR TRADE-IN VALUE.

I 2 WHEELBARROWS @ $27 — 54

TO REPLACE WORN, NON-REPAIRABLE WHEELBARROWS AT FLEISHHACKER POOL. THEY ARE USED FOR TRANSPORTING EQUIPMENT FROM THE BUILDING TO THE DEEP END OF THE POOL FOR SWIMMING MEETS, AS WELL AS FOR CARRYING SPRINKLERS, HOSE, DEBRIS, TOOLS, ETC. NO INVENTORY NUMBERS NOR TRADE-IN VALUE.

J 1 AUTOMOBILE, CLASS "A" — 1,800

REPLACING 1955 FORD SEDAN, SERIAL #A6RG140947, PURCHASER'S INVENTORY #12-883, DEPT. #A229, LICENSE #E73478, MILEAGE 54,119, USED BY THE SUPERINTENDENT OF GROUNDS FOR MAINTENANCE SUPERVISION.

ESTIMATED COST OF CLASS "A" REPLACEMENT	$2,000
ESTIMATED TRADE-IN ALLOWANCE	200
NET AMOUNT REQUESTED	$1,800

EQUIPMENT - GENERAL DIVISION

REPLACEMENTS

A 1 AUTOMOBILE, CLASS "C" — $4,000
REPLACING 1957 OLDSMOBILE SEDAN, SER. #A338388, PURCHASER'S INVENTORY #12-2537, DEPT.#A255, LICENSE #E102349, MILEAGE 51,330, USED FOR OFFICIAL TRANSPORTATION OF THE GENERAL MANAGER, COMMISSIONERS, AND GUESTS OF THE DEPARTMENT.

ESTIMATED COST OF CLASS "C" REPLACEMENT	$4,500
ESTIMATED TRADE-IN ALLOWANCE	500
NET AMOUNT REQUESTED	$4,000

B 1 UTILITY TRUCK, 1 TON — 3,100
REPLACING 1953 FORD SERVICE TRUCK, SERIAL #F25D3R 21803, PURCHASER'S INVENTORY #12-919, DEPT. #T-214, LICENSE #E57394, MILEAGE 83,425, USED BY THE CONSTRUCTION CREW FOR TRANSPORTATION OF PERSONNEL, TOOLS AND EQUIPMENT.

ESTIMATED COST OF REPLACEMENT	$3,200
ESTIMATED TRADE-IN ALLOWANCE	100
NET AMOUNT REQUESTED	$3,100

C 1 DUMP TRUCK 2 TON — 2,450
REPLACING 1953 FORD DUMP & PLATFORM TRUCK, SERIAL #F25D3R12326, PURCHASER'S INVENTORY #12-920, DEPT. #T215, LICENSE #E57396, MILEAGE 74,771, USED BY THE CONSTRUCTION CREW FOR HAULING LUMBER, ROCK, SAND, GRAVEL, CEMENT, ETC. TO THE JOB.

ESTIMATED COST OF REPLACEMENT	$2,600
ESTIMATED TRADE-IN ALLOWANCE	150
NET AMOUNT REQUESTED	$2,450

D FLAT BED TRUCK, 3/4 TON — 2,200
REPLACING 1953 DODGE PICKUP TRUCK, SERIAL #8551-7080, PURCHASER'S INVENTORY #12-917, DEPT. #T-211, LICENSE #E57392, MILEAGE 42,482, USED BY THE FENCEMEN FOR THE TRANSPORTATION OF EQUIPMENT NECESSARY FOR FENCE REPAIRS AND INSTALLATIONS.

ESTIMATED COST OF REPLACEMENT	$2,300
ESTIMATED TRADE-IN ALLOWANCE	100
NET AMOUNT REQUESTED	$2,200

E 1 CHAIN SAW, 21", GAS DRIVEN — $ 275
REPLACING 1960 HOMELITE CHAIN SAW, SERIAL #11106298, PURCHASER'S INVENTORY #12-11149, USED BY THE TREE TOPPING CREW. (SEE NOTE BELOW)*

ESTIMATED COST OF REPLACEMENT	$ 300
ESTIMATED TRADE-IN ALLOWANCE	25
NET AMOUNT REQUESTED	$ 275

F 1 CHAIN SAW, 21", GAS DRIVEN — 275
REPLACING 1960 HOMELITE CHAIN SAW, SERIAL #1052244, PURCHASER'S INVENTORY #12-11148, USED BY THE TREE TOPPING CREW. (SEE NOTE BELOW)*

ESTIMATED COST OF REPLACEMENT	$ 300
ESTIMATED TRADE-IN ALLOWANCE	25
NET AMOUNT REQUESTED	$ 275

*NOTE: A CHAIN SAW IS MADE OF MAGNESIUM. THIS IS A LIGHTWEIGHT METAL, BUT NOT VERY STRONG. THE SAW, IN ORDER TO DEVELOP ITS HORSEPOWER, TURNS OVER ABOUT 8,000 R.P.M. THIS HIGH SPEED AND THE ACTION OF THE CHAIN CUTTING THE WOOD CAUSES QUITE A LOT OF VIBRATION. THIS VIBRATION, AFTER A PERIOD OF TIME, CAUSES THE BOLTS TO BECOME LOOSE. AFTER AWHILE THEY WILL NOT STAY TIGHT BECAUSE THE BOLT HOLES BECOME ENLARGED IN THE SOFT MAGNESIUM HOUSINGS. THE HOUSINGS COMPRISE THE WHOLE OF THE SAW.

CHAIN SAWS CAN BE OPERATED THE FIRST YEAR ALMOST FREE OF MAINTENANCE COSTS AFTER WHICH PERIOD THE REPAIRS BECOME AN EXPENSIVE ITEM.

THE OPERATION OF THE TREE TOPPING CREW WOULD BE MORE EFFICIENT HAVING BETTER EQUIPMENT TO WORK WITH. COMMERCIAL TREE COMPANIES SUCH AS THE DAVEY TREE SERVICE FIND IT MORE ECONOMICAL TO TRADE IN A SAW WHEN REPAIR COSTS START TO RISE.

A NEW CHAIN SAW COSTS ABOUT $300 AND IT IS FOUND THAT AFTER ONE YEAR OF OPERATION THE REPAIR COSTS AND TIME LOSS AMOUNT TO MORE THAN THE COST OF A NEW SAW. MUCH HIGHER TRADE-IN ALLOWANCE IS RECEIVED IF THEY ARE REPLACED ANNUALLY.

BY REPLACING SAWS EACH YEAR THE CREW WILL ALWAYS HAVE THE LATEST AND BEST SAWS AVAILABLE. FOUR CHAIN SAWS WERE REPLACED IN LAST YEAR'S BUDGET APPROPRIATION.

Form 4132

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission RECREATION AND PARK

BUDGET EXPLANATIONS

Index Number 651

FISCAL YEAR 19 62-63

Sheet Number

EQUIPMENT - GENERAL DIVISION

REPLACEMENTS

A 1 ROTARY POWER MOWER, 18" — $ 110

REPLACING (YEAR UNKNOWN) PHILADELPHIA MOWER, NO SERIAL NOR INVENTORY NUMBERS, USED AT FRANKLIN SQUARE TO CUT PERIMETER AREAS AND SLOPES NOT ACCESSIBLE BY LARGER EQUIPMENT:

ESTIMATED COST OF REPLACEMENT	$ 120
ESTIMATED TRADE-IN ALLOWANCE	10
NET AMOUNT REQUESTED	$ 110

B 1 ROTARY POWER MOWER, 18" — 110

REPLACING (YEAR UNKNOWN) HOFFCO SCYTHETTE MOWER, SERIAL #54354, NO INVENTORY NUMBER, USED AT LARSEN SQUARE TO MOW AREAS INACCESSIBLE OR INCONVENIENT FOR LARGER MOWERS.

ESTIMATED COST OF REPLACEMENT	$ 120
ESTIMATED TRADE-IN ALLOWANCE	10
NET AMOUNT REQUESTED	$ 110

C 1 ROTARY POWER MOWER, 18" — 110

REPLACING 1955 TORO 21" SPORT LAWN MOWER, SERIAL #2PDR 124015, INV. #12-1002, DEPT. #12-9592, USED AT STERN GROVE TO FACILITATE MOWING IN AREAS INACCESSIBLE FOR LARGER MOWERS.

ESTIMATED COST OF REPLACEMENT	$ 120
ESTIMATED TRADE-IN ALLOWANCE	10
NET AMOUNT REQUESTED	$ 110

D 1 POWER MOWER, 21" — 200

REPLACING (APPROX. 3 YRS. OLD) NATIONAL 26" POWER MOWER, SERIAL AND INVENTORY NUMBERS UNKNOWN, USED AT DUBOCE PARK. THIS MOWER WAS LOANED TO MISSION DOLORES PARK WHERE IT WAS STOLEN.

E 1 POWER MOWER, 21" — 190

REPLACING 1946 TORO STARLAWN POWER MOWER, SERIAL #3K461, INVENTORY #12-987, DEPT. #12-10354, USED AT HOLLY PARK TO CUT GRASS WHERE LARGER UNITS CANNOT MANEUVER.

ESTIMATED COST OF REPLACEMENT	$ 200
ESTIMATED TRADE-IN ALLOWANCE	10
NET AMOUNT REQUESTED	$ 190

F 1 POWER MOWER, 30" — 625

REPLACING 1957 TORO PARK SPECIAL MOWER, SERIAL #15026-00085, INVENTORY #12-2395, DEPT. #12-10541, USED BY THE MOWING CREW IN GOLDEN GATE PARK. REPAIR COST ON THE PRESENT MOWER IS BECOMING EXCESSIVE. (CONTINUED)

ESTIMATED COST OF REPLACEMENT	$ 650
ESTIMATED TRADE-IN ALLOWANCE	25
NET AMOUNT REQUESTED	$ 625

G 1 POWER MOWER, 76" — $1,400

REPLACING 1957 TORO PROFESSIONAL MOWER, SERIAL #06047-527, INVENTORY #12-2390, DEPT. #12-10533, USED AT THE PALACE OF FINE ARTS. THE PRESENT MOWER IS CONSTANTLY IN NEED OF REPAIRS.

ESTIMATED COST OF REPLACEMENT	$1,450
ESTIMATED TRADE-IN ALLOWANCE	50
NET AMOUNT REQUESTED	$1,400

H PUTTING GREEN MOWER, 21" — 445

REPLACING 1951 COOPER CHAMPION PUTTING GREEN MOWER, SERIAL #9A22, INVENTORY #12-3554, USED IN SECTION 2 OF GOLDEN GATE PARK FOR MOWING THE MAIN SECTION OF BOWLING GREENS. ALTHOUGH FAIRLY NEW, THE PRESENT MOWER WAS ACQUIRED ON A TRIAL BASIS AND WAS FOUND TO BE TOO LIGHT FOR THE JOB AND IN FREQUENT NEED OF MINOR REPAIRS.

ESTIMATED COST OF REPLACEMENT	$ 460
ESTIMATED TRADE-IN ALLOWANCE	15
NET AMOUNT REQUESTED	$ 445

I 1 HAMMER KNIFE MOWER — 615

REPLACING 1952 KEEN CUTTER KNIFE MOWER, SERIAL #15026-89, INVENTORY #12-1801, USED IN GOLDEN GATE PARK TO CUT WEEDS AND TALL GRASSES IN SMALL ROUGH AREAS WHERE REGULAR LAWNMOWERS CANNOT OPERATE. THE PRESENT MOWER IS OBSOLETE; PARTS COST TOO MUCH TO KEEP IN WORKING CONDITION.

ESTIMATED COST OF REPLACEMENTS	$ 625
ESTIMATED TRADE-IN ALLOWANCE	10
NET AMOUNT REQUESTED	$ 615

J 1 HAND MOWER, 16" — 26

REPLACING HAND LAWN MOWER STOLEN FROM DOUGLAS PARK. NO INVENTORY NOR SERIAL NUMBERS.

K 4 HAND MOWERS, 16" @ $26 — 104

REPLACING WORN OUT, NON-REPAIRABLE HAND MOWERS AT BUENA VISTA, COIT TOWER, FUNSTON, AND UNION SQUARE. THESE MOWERS ARE MORE THAN TEN YEARS OLD AND CANNOT BE USED EFFICIENTLY ANY MORE. NO INVENTORY NOR SERIAL NUMBERS; NO SCRAP VALUE.

L 5 MOWER CUTTING UNITS, ON STEEL WHEELS @ $265 — 1,325

REPLACING TORO MOWER CUTTING UNITS, APPROX. TEN YEARS OLD. NO INVENTORY OR SERIAL NUMBERS. USED BY THE MOWER CREW AND STORED IN THE MAINTENANCE YARD TO REPLACE WORN UNITS AS NEEDED.

ESTIMATED COST OF REPLACEMENTS	$1,350
ESTIMATED TRADE-IN ALLOWANCE	25
NET AMOUNT REQUESTED	$1,325

EQUIPMENT - GENERAL DIVISION

REPLACEMENTS

A 5 MOWER CUTTING UNITS, ON PNEUMATIC TIRES @ $265 — $1,325
REPLACING WORTHINGTON MOWER CUTTING UNITS, OVER TEN YEARS OLD, NO INVENTORY OR SERIAL NUMBERS, USED BY THE MOWER CREW AND STORED IN THE MAINTENANCE YARD TO REPLACE WORN UNITS AS NEEDED.

ESTIMATED COST OF REPLACEMENTS	$1,350
ESTIMATED TRADE-IN ALLOWANCE	25
NET AMOUNT REQUESTED	$1,325

B 1 POWER EDGER AND TRIMMER — 165
REPLACING (YEAR UNKNOWN) GREAT STATES EDGER, NO SERIAL NUMBER, INVENTORY #12-1989, USED AT FUNSTON PLAYGROUND TO EXPEDITE TRIMMING AND EDGING. PRESENT EDGER IS BEYOND REPAIR.

ESTIMATED COST OF REPLACEMENT	$ 175
ESTIMATED TRADE-IN ALLOWANCE	10
NET AMOUNT REQUESTED	$ 165

C 1 HEDGE TRIMMER, ELECTRIC — 100
REPLACING 1955 LITTLE WONDER HEDGE TRIMMER, SERIAL #55-390, INVENTORY #12-10444, USED BY THE NURSERIES. NO TRADE-IN VALUE.

D 1 HEDGE TRIMMER, ELECTRIC — 100
REPLACING 1956 LITTLE WONDER HEDGE TRIMMER, SERIAL #56-445, INVENTORY #12-10513, USED BY THE NURSERIES. NO TRADE-IN VALUE. THE SHEARS NOW IN USE ARE WORN AND IN FREQUENT NEED OF REPAIRS. WITHOUT EQUIPMENT IN GOOD CONDITION, IT WILL REQUIRE MORE MANPOWER AND MAN HOURS TO TRIM THE MANY MILES OF HEDGES MAINTAINED BY THE DEPARTMENT.

E 1 POWER SOD CUTTER — 1,010
REPLACING 1957 RYAN SOD CUTTER, SERIAL #5541, INVENTORY #12-2978, DEPT. #12-10529, USED BY THE GRADING CREW AT STERN GROVE. DUE TO THE AGE AND HOURS USED, PRESENT EQUIPMENT REQUIRES EXTENSIVE MAINTENANCE AND REPAIRS. IT IS ALSO USED TO RESOD BASEBALL DIAMONDS, KEZAR STADIUM, ATHLETIC FIELDS, AND OTHER SOD WORK THROUGHOUT THE DEPARTMENT.

ESTIMATED COST OF REPLACEMENT	$1,025
ESTIMATED TRADE-IN ALLOWANCE	15
NET AMOUNT REQUESTED	$1,010

F 1 STEP LADDER, 6' — 8
TO REPLACE WORN OUT LADDER WHICH IS NO LONGER SAFE TO BE USED. A GOOD LADDER IS NEEDED FOR HEDGE TRIMMING, JANITORIAL AND GENERAL MAINTENANCE AT STERN GROVE. NO INVENTORY NUMBER, NO TRADE-IN VALUE.

G 1 STEP LADDER, 6', ALUMINUM — $ 21
TO REPLACE BROKEN WOODEN LADDER, OVER 20 YEARS OLD, WHICH IS UNSAFE TO USE. THE LADDER IS USED FOR PRUNING TREES AND SHRUBS, WHITEWASHING AND GLAZING GROWING HOUSES, CLEANING GUTTERS, ETC., AT THE CONSERVATORY. NO INVENTORY NUMBER OR TRADE-IN VALUE.

H 1 ORCHARD LADDER, 10' — 40
TO REPLACE BADLY WORN WOODEN LADDER USED AT THE TEA GARDEN. THE PRESENT LADDER IS TOO DANGEROUS TO BE USED FOR YEAR ROUND PRUNING. NO INVENTORY NUMBER AND NO TRADE-IN VALUE.

I 1 ORCHARD LADDER, 14', ALUMINUM — 55
TO REPLACE DEFECTIVE ORCHARD LADDER WHICH IS HAZARDOUS TO THE PERSONNEL. IT IS USED FOR PRUNING HEDGES, SHRUBS AND TREES AT THE BUENA VISTA PARK. NO INVENTORY NUMBER OR TRADE-IN VALUE.

J 6 LIFEBUOYS, 17", W/100' THROW LINES @ $20 — 120
TO REPLACE FOUR RESCUE TUBES AT FLEISHHACKER POOL AND TWO AT PHELAN BEACH FOR REASONS OF SAFETY AND RESCUE PURPOSES REQUIRED BY STATE LAW. IN ADDITION, THESE LIFEBUOYS WILL BE USED FOR IN-SERVICE TRAINING OF LIFEGUARDS.

K 24 RING BUOYS, 15", W /60' THROW LINES @ $15 — 360
FOR:

FLEISHHACKER	6	LARSEN POOL	2
BALBOA POOL	2	NORTH BEACH POOL	4
GARFIELD POOL	2	PHELAN BEACH	2
HAMILTON POOL	2	ROSSI POOL	2
LAKE MERCED	2		

TO REPLACE THE RING BUOYS FOR EACH OF THE ABOVE LISTED LOCATIONS FOR REASONS OF SAFETY AND RESCUE PURPOSES REQUIRED BY STATE LAW.

L 4 POOL SKIMMERS, W/28' HANDLE @ $20 — 80
TO REPLACE EQUIPMENT AT FLEISHHACKER (3) AND BALBOA POOLS; NECESSARY FOR REMOVING FLOATING PARTICLES FROM THE SURFACE OF THE WATER AS REQUIRED BY STATE LAW.

EQUIPMENT - GENERAL DIVISION

REPLACEMENTS

A 1 MAGNETIC STIRRER — $ 45
REPLACING 1948 BRAUN-KNECHT-HEIMAN MAGNETIC STIRRER, INVENTORY #12-3720, USED IN THE WATER RECLAMATION PLANT FOR LABORATORY ANALYSIS. THIS STIRRER IS USED TO PREPARE SAMPLES FOR CHEMICAL AND BIOLOGICAL ANALYSIS, WHICH ARE NECESSARY FOR PLANT CONTROL. THE PRESENT STIRRER IS WORN OUT; IT IS TEMPORARILY PATCHED TOGETHER, BUT STILL PRESENTS AN ELECTRICAL SHOCK HAZARD TO THE OPERATOR. NO TRADE IN VALUE.

B 2 UNABRIDGED DICTIONAIRES @ $41 — 82
REPLACING 1929 and 1936 WEBSTER'S INTERNATIONAL DICTIONARIES, UNABRIDGED, USED IN THE BUSINESS OFFICE AT MC LAREN LODGE. IN ADDITION TO BEING RATHER OBSOLETE, THE PHYSICAL CONDTION OF DICTIONARIES THEMSELVES WARRANTS REPLACEMENT.

C 1 DIVING BOARD, 14', COMPLETE — 160
TO REPLACE WORN OUT, CRACKED, AND WARPED BOARD AT BALBOA POOL. IN ADDITION TO BEING UNSAFE AND DANGEROUS, THE LACK OF A USABLE DIVING BOARD REDUCES PUBLIC ATTENDANCE AS MUCH AS TWENTY-FIVE PERCENT. NO TRADE IN VALUE.

D 2 DIVING BOARDS, 16', COMPLETE @ $385 — 770
TO REPLACE WORN OUT AND WEATHERED DIVING BOARDS AT THE FLEISHHACKER POOL. SINCE THIS IS THE MAIN POOL IN THE CITY USED BY ADULTS AND SCHOOLS, THE LACK OF FIRST-CLASS DIVING FACILITIES TENDS TO HINDER THEIR SWIMMING ACTIVITIES; FOR EXAMPLE, THE DIVING COMPETITIONS AND SWIMMING MEETS HELD THERE ANNUALLY.

E 6 LINE MARKERS, TWO WHEELS @ $40 — 240
TO REPLACE SMALL HAND MARKERS AT THE ABOVE UNITS WHICH ARE INADEQUATE TO DO THE MARKING REQUIRED. THE PRESENT MARKERS ARE ALSO WORN BEYOND REPAIR. NO INVENTORY NUMBERS; NO TRADE IN VALUE.

FOR:	BIG REC	MC COPPIN
	SOUTH SUNSET	JACKSON
	PARKSIDE	BALBOA

F 11 TABLE TENNIS TABLES @ $52 — $ 572

FOR:	CABRILLO	RICHMOND
	FULTON	ROCHAMBEAU
	LAUREL HILL	ROLPH (2)
	J.P. MURPHY	SOUTH SUNSET
	POTRERO HILL (2)	

TO REPLACE BROKEN, WORN, SPLINTERED, AND DAMAGED TABLES AT THE ABOVE LOCATIONS FOR BETTER SERVICE TO THE PUBLIC. THE INCREASED USE OF THESE TABLES FOR TOURNAMENT QUALIFYING ROUNDS REQUIRES THAT THEY BE IN A SUITABLE CONDITION.

G 40 PICNIC TABLES, WITH BENCHES, 8', @ $75 — 3,000
TO REPLACE HAZARDOUS AND WORN OUT EQUIPMENT AT PICNIC AREAS LOCATED IN GOLDEN GATE PARK AND SIGMUND STERN GROVE. THESE AREAS HAVE BECOME INCREASINGLY POPULAR FOR PICNICS. TO PROVIDE ADEQUATE OFF THE GROUND CONVENIENCE FOR THE PUBLIC, IT IS PROPOSED THAT AT LEAST ONE TABLE BE INSTALLED NEAT TO EACH BARBEQUE PIT.

H 100 TINY TOT FOLDING TABLES @ $8 — 800
275 TINY TOT FOLDING CHAIRS @ $4 — 1,100
TO REPLACE TABLES AND CHAIRS BROKEN BEYOND REPAIR AT FORTY CENTERS THROUGHOUT THE CITY. TWENTY-FIVE OF THESE CHAIRS ARE IMMEDIATELY NEEDED TO REPLACE THE HAZARDOUS WOODEN CHAIRS AT THE FULTON PLAYGROUND. THIS EQUIPMENT IS NEEDED TO ACCOMMODATE THE EVER INCREASING NUMBER OF TINY TOTS WHO HAVE BECOME INTERESTED AND ARE NOW PARTICIPATING IN THIS PROGRAM.

I 100 PARK BENCHES @ $25 — 2,500
TO REPLACE WORN OUT AND HAZARDOUS BENCHES AT THE MUSIC CONCOURSE AREA IN GOLDEN GATE PARK. THE CAST IRON LEGS ON THE PRESENT BENCHES ARE BRITTLE AND ARE BREAKING WITH GREAT REGULARITY. IN ORDER TO PREVENT INJURIES, THESE HAZARDOUS BENCHES SHOULD BE REPLACED OVER A THREE YEAR PROGRAM. THERE ARE 300 BENCHES IN THE AREA.

J 10 SECTIONS OF BLEACHERS — 4,800
TO REPLACE TEN SECTIONS OF BLEACHERS AT THE FLEISHHACKER POOL WHICH HAVE DETERIORATED. THESE SECTIONS ARE UNSAFE FOR THE LARGE PUBLIC CROWDS WHO ATTEND MAJOR SWIMMING MEETS AND AQUATIC PROGRAMS AT THIS POOL ANNUALLY.

EQUIPMENT - GENERAL DIVISION

REPLACEMENTS

A SUPPORTS AND BRACES FOR BLEACHERS — $ 3,000

THIS EQUIPMENT IS NEEDED TO REINFORCE AND SECURE THE DOUBLE SECTION BLEACHERS REMOVED FROM THE BALBOA SOCCER FIELD. AS THESE BLEACHERS WERE SET ON A SLOPE AT BALBOA SOCCER FIELD, NO LEG SUPPORTS WERE REQUIRED. THE OLD WORN OUT WOODEN FRAME BLEACHERS AT FLEISHHACKER POOL AND BERCUT FIELD COULD BE REPLACED BY THE 57 REAR SECTIONS AND 27 FRONT SECTIONS REMOVED FROM BALBOA, IF SUPPORTS WERE AVAILABLE. IT IS ESTIMATED THAT 480 LINEAL FEET OF PERMANENT BLEACHERS WOULD COST OVER $20,000 IF NEW BLEACHERS WERE INSTALLED AS COMPARED TO THE AMOUNT REQUESTED.

NOTE: PLAYGROUND EQUIPMENT BEING REPLACED WILL BE SALVAGED FOR PARTS TO REPAIR OTHER EQUIPMENT WHERE PRACTICAL.

B 12 MUSIC STANDS @ $7.50 — 90

REPLACING 12 HAMILTON MUSIC STANDS, NO SERIAL OR INVENTORY NUMBERS, USED AT THE MUSIC CENTER IN THE RECREATIONAL ARTS BUILDING. THE PRESENT EQUIPMENT IS WORN OUT AND IS NOT SUITABLE FOR USE BY THE EVER INCREASING ORGANIZATIONS THAT REHEARSE AND PERFORM HERE. SOME OF THE GROUPS ARE: RECREATION SYMPHONY ORCHESTRA, BUCHNER LIGHT ORCHESTRA, YOUTH WIND ENSEMBLE, TILMANY ORCHESTRA, ADULT DANCE BAND ENSEMBLE, ETC.

NEW EQUIPMENT

C 1 DESK AND CHAIR — $ 175
REQUESTED FOR THE PINE LAKE BUILDING*

D 1 DESK AND CHAIR — 175
REQUESTED FOR BERNAL PLAYGROUND*

E 1 DESK AND CHAIR — 175
REQUESTED FOR FULTON PLAYGROUND*

F 1 DESK AND CHAIR — 175
REQUESTED FOR CROCKER AMAZON PLAYGROUND*

G 1 DESK AND CHAIR — 175
REQUESTED FOR EXCELSIOR PLAYGROUND*

H 1 OFFICE CHAIR — 12
REQUESTED FOR CROCKER AMAZON PLAYGROUND*

I 2 OFFICE CHAIRS @ $12 — 24
REQUESTED FOR MISSION DOLORES PLAYGROUND*

J 3 OFFICE CHAIRS @ $12 — 36
REQUESTED FOR BERNAL PLAYGROUND

*THE OFFICE FURNITURE REQUESTED ABOVE IS NECESSARY TO PROVIDE FACILITIES FOR WORK AND STORAGE AT THE ABOVE UNITS. NO EQUIPMENT OF THIS TYPE WAS EVER FURNISHED TO THESE UNITS; CONSEQUENTLY, THEY MUST USE CAST-OFF EQUIPMENT WHICH WAS NEVER INTENDED TO BE USED AGAIN. TO PROPERLY CONDUCT OFFICIAL BUSINESS IN THE RESPECTIVE DIRECTORS' OFFICES, IT IS ESSENTIAL THAT THE PRESENT CONDITIONS BE IMPROVED.

K 12 FILING CABINETS, 2 DRAWER, @ $65 — 780

FOR:

BERNAL	EXCELSIOR
ALICE CHALMERS	GLEN PARK (3)
CHINESE PLAYGROUND	MERCED HEIGHTS
CAYUGA	MIRALOMA
CROCKER AMAZON	WEST SUNSET

THESE FILING CABINETS ARE NECESSARY TO PROVIDE THE ABOVE UNITS WITH ADEQUATE STORAGE FACILITIES FOR OFFICIAL RECORDS, DOCUMENTS, ETC. IMPROVED EFFICIENCY IN ORGANIZATION OF THE INCREASED VOLUME OF MATERIALS HANDLED WILL BE EVIDENT IF EACH OF THE DIRECTORS' OFFICES WAS EQUIPPED WITH THE ADDITIONAL EQUIPMENT.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 1 STATIONERY SUPPLY CABINET — $ 150
TO PROVIDE STORAGE FACILITIES FOR ALL STATIONERY SUPPLIES USED BY THE DRAMA AND DANCE DIVISION AT THE RECREATIONAL ARTS BUILDING.

B 1 MIMEOGRAPH CABINET — 110
TO PROVIDE A TABLE ON WHICH TO PLACE THE MIMEOGRAPH MACHINE AS WELL AS A STORAGE CABINET IN WHICH TO STORE THE RELATED SUPPLIES. THE REQUESTED EQUIPMENT IS FOR THE DRAMA DIVISION.

C 2 STORAGE LOCKERS @ $150 — 300
TO PROVIDE A SAFE PLACE FOR STORING THE VALUABLE EQUIPMENT OF THE AQUATIC DIVISION, STEEL STORAGE LOCKERS ARE NECESSARY. AT PRESENT THERE ARE NO STORAGE FACILITIES ADEQUATE TO BE USED.

D 3 SAFES @ $260 — 780
TO SAFEGUARD THE ADMISSION FEES COLLECTED DAILY, THE ADMISSION TICKETS ON HAND, AND VALUABLES CHECKED BY PATRONS, SAFES ARE REQUIRED AT BALBOA, GARFIELD, AND MISSION POOLS.

E 2 ELECTRIC CLOCKS @ $10 — 20
TO COMPLETE FURNISHING OF THE BERNAL PLAYGROUND, TWO CLOCKS ARE NEEDED FOR THE CONVENIENCE OF THE PUBLIC. NONE WERE ISSUED TO THIS UNIT.

F 1 ELECTRIC CLOCK — 10
FOR THE CONVENIENCE OF PATRONS AT BALBOA POOL, A TIMEPIECE VISIBLE TO THE PEOPLE ENGAGED IN SWIMMING ACTIVITIES IS NECESSARY.

G 1 COAT RACK, 10' — 104
TO PROVIDE THE WEST SUNSET PLAYGROUND WITH CONVENIENT FACILITIES FOR HANGING COATS. AT PRESENT, CLOTHES ARE STREWN OVER TABLES AND CHAIRS, CREATING AN UNTIDY APPEARANCE.

H 1 FIREPLACE SCREEN — 25
REQUESTED FOR FULTON PLAYGROUND. A SCREEN IS NECESSARY TO KEEP THE CINDERS FROM FLYING OUT ONTO THE FLOOR.

I 2 SAND JARS @ $8 — $ 56
FOUR SAND JARS ARE REQUESTED FOR BERNAL PLAYGROUND AND THREE FOR MISSION DOLORES PLAYGROUND. THESE FURNISHINGS WERE NEVER ISSUED TO THESE UNITS.

J 1 ADDING MACHINE — 360
REQUESTED FOR THE FLEISHHACKER POOL. AN ADDING MACHINE IS ESSENTIAL FOR THE EFFICIENT AND ACCURATE COMPUTATION OF DAILY RECEIPTS, WEEKLY AND SEASONAL REPORTS, RECAPS, LAUNDRY REPORTS, SCHOOL ATTENDANCE REPORTS, ETC.

K 1 TYPEWRITER, 13" — 215
REQUESTED FOR THE MISSION POOL. A TYPEWRITER IS NECESSARY FOR THE EFFICIENT PREPARATION OF VARIOUS REPORTS.

L 1 TYPEWRITER, 15", W/STAND — 225

1 MIMEOGRAPH MACHINE — 350

1 MIMEOSCOPE — 60

2 PAPER CUTTERS, 24", @ $20 — 40

REQUESTED FOR THE CRAFTS SECTION. THE ABOVE EQUIPMENT IS NECESSARY TO HANDLE THE EVER INCREASING VOLUME OF WORK PRODUCED. SOME OF THE WORK INCLUDES THE PREPARATION OF BULLETINS, IN-SERVICE TRAINING MATERIALS, PROGRAMS, PAPER, ARTS AND CRAFTS, ETC., WHICH MUST BE DISTRIBUTED TO ALL PLAYGROUNDS AND COMMUNITY CENTERS IN THE CITY.

M 1 POSTAGE METER MACHINE — 1,000
A MECHANICAL METHOD IS NECESSARY TO EXPEDITE THE HEAVY VOLUME OF DAILY MAIL HANDLED BY THE DEPARTMENT. THE DAILY MAILING EXCEEDS 500 PIECES, WHICH MUST BE SEALED AND STAMPED BY HAND.

N 1 ADDRESSOGRAPH EJECTOR & ENVELOPE HOPPER — 70
THESE ATTACHMENTS ARE REQUESTED FOR THE PRESENT MACHINE, WHICH IS USED BY ALL DIVISIONS LOCATED IN THE RECREATIONAL ARTS BUILDING. AT PRESENT, MOST OF THE FUNCTIONS PERFORMED BY THESE ATTACHMENTS ARE DONE MANUALLY, AND ARE CONSIDERED UNSAFE FOR THE OPERATOR. ANOTHER ADVANTAGE OF THIS EQUIPMENT IS THAT IT WILL REDUCE THE PROCESSING TIME MORE THAN THREE-FOLD.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 1 SOUND MOVIE PROJECTOR, 16MM — $ 525

1 AUTOMATIC SLIDE PROJECTOR, 35MM — 150

THE ABOVE EQUIPMENT IS REQUESTED FOR THE USE OF THE 15 ORGANIZED SENIOR CITIZEN GROUPS THROUGHOUT THE CITY. SEVERAL OF THE SENIOR CITIZENS HAVE HAD INTERESTING FILMS AND SLIDES MADE AVAILABLE TO THEM BUT LACK OF EQUIPMENT MADE IT NECESSARY TO REJECT THE OFFERS. THIS EQUIPMENT, STORED AT THE MC LAREN LODGE, WOULD BE MADE AVAILABLE TO ALL OF OUR SENIOR CITIZEN GROUPS AS REQUESTED.

B 1 REFLEX CAMERA, WIDE ANGLE & TELEPHOTO LENS — 525

THE PHOTOGRAPHY CENTER HAS ONLY ONE CAMERA AT THE PRESENT, A 3¼ X 4¼ SPEEDGRAPHIC, WHICH IS INADEQUATE TO DO THE PICTURE TAKING REQUIRED. THE REQUESTED CAMERA, A 2¼ X 4¼ MAMYAFLEX WITB A BELLOWS, WILL BE MUCH CHEAPER TO OPERATE THAN THE PRESENT ONE; FOR EXAMPLE, THE FILM IS THREE TIMES CHEAPER.

C 1 STITCHER, ELECTRIC — 65

REQUESTED FOR THE STENOGRAPHIC POOL IN THE BUSINESS OFFICE. THE STITCHER WOULD SUBSTANTIALLY REDUCE THE TIME REQUIRED FOR ASSEMBLING THE NUMEROUS PROGRAMS, SCHEDULES, BOOKLETS, AND MULTI-PAGE REPORTS PREPARED FOR DISTRIBUTION. AT THE PRESENT, THE TIME CONSUMING METHOD OF STAPLING THEM BY HAND MUST BE EMPLOYED.

D 1 BENCH GRINDER, 6" — 75

A HEAVY DUTY, BALL BEARING ELECTRIC GRINDER IS NECESSARY IN THE WORKSHOP OF THE OPERATING ENGINEERS TO EXPEDITE REPAIRS ON VARIOUS METAL PARTS AND EQUIPMENT, TO SHARPEN TOOLS, AND TO GRIND METAL PARTS TO PROPER SIZE.

E 1 BENCH GRINDER, 7" — 200

TO PROVIDE THE MOWER MAINTENANCE SHOP WITH THE NECESSARY EQUIPMENT IN ORDER THAT THEY MAY REPAIR AND SHARPEN MOWERS. AT PRESENT, MUCH TIME IS LOST BECAUSE ALL MAJOR GRINDING JOBS MUST BE SENT TO THE CENTRAL AUTO SHOP.

F 1 SET OF DIES AND TAPS — 55

REQUESTED TO EQUIP THE WORKSHOP AND SERVICE TRUCK OF THE OPERATING ENGINEERS WITH TOOLS NECESSARY FOR REPAIRING AND SERVING THEIR TYPE OF EQUIPMENT. IN ADDITION TO REPLACEMENT SAVINGS, TIME WILL ALSO BE SAVED BECAUSE SUCH REPAIRS WOULD NOT HAVE TO BE SENT OUT.

G 2 MACHINIST'S VISE @ $35 — $ 70

REQUESTED FOR THE SHOPS OF THE OPERATING ENGINEERS LOCATED AT BALBOA AND LARSEN POOLS. A VISE IS NEEDED AT EACH OF THESE POOLS TO PERMIT THE MEN TO MAKE MINOR REPAIRS TO TOOLS AND EQUIPMENT. AT PRESENT, MINOR REPAIRS ARE BROUGHT TO THE MAINTENANCE YARD WHERE THE PRESENT STAFF DOES NOT HAVE TIME FOR SUCH REPAIRS.

H 1 BENCH VISE — 25

REQUESTED FOR USE IN THE SHOP FOR MOWER REPAIR. AT PRESENT, INADEQUATE FACILITIES NECESSITATE THAT SOME WORK BE TAKEN TO THE AUTO SHOP FOR REPAIRS.

I 1 AIR COMPRESSOR AND TANK — 850

REQUESTED FOR THE PAINT AND CARPENTRY SHOPS. THIS EQUIPMENT IS NEEDED FOR SPRAYING PAINT AS WELL AS FOR CLEANING SAWDUST, GRIME, AND DIRT FROM MOTORS AND EQUIPMENT.

J 1 TWIN TIP GUN & FIBRE GLASS APPLICATOR — 1,300

REQUESTED BY THE PLAY APPARATUS SHOP FOR REPAIRING FIBRE GLASS EQUIPMENT, DANGEROUS, BROKEN DOWN METAL SLIDES, AND OTHER EQUIPMENT. IN ADDITION TO BEING A MORE EFFICIENT PIECE OF EQUIPMENT, IT WILL SAVE THE DEPARTMENT CONSIDERABLE AMOUNTS IN COSTLY REPLACEMENTS

K 1 BELT SANDER, ELECTRIC — 1,000

THE INCREASE IN REQUESTS FOR THE CARPENTER SHOP TO BUILD TABLES, CHAIRS, ETC. FOR THE VARIOUS ACTIVITIES AND THE CONTINUAL REQUESTS FOR MORE PING PONG TABLES MAKE IT NECESSARY TO HAVE A MORE EFFICIENT AND ECONOMICAL WAY OF SANDING THE LARGE SURFACES.

L 6 STEP LADDERS, 4', @ $6 — 36

6 STEP LADDERS, 6', @ $8 — 48

6 STEP LADDERS, 8', @ $11 — 66

2 EXTENSION LADDERS, 24', @ $72 — 144

THE STEPLADDERS AND EXTENSION LADDERS ARE REQUESTED FOR THE PAINTERS WHO CONSTANTLY USE THIS TYPE OF EQUIPMENT. FOR SAFETY REASONS, LADDERS ARE DISCARDED WHEN THEY ARE WORN OR BROKEN.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 1 POWER SWEEPER, 36" BRUSH — $ 825
FOR USE IN THE ARBORETUM, AN INTENSIVELY PLANTED AREA, WITH OVER THREE MILES OF ASPHALT PATHS TO SWEEP. A WALKING TYPE SWEEPER OF THIS SIZE WILL INCREASE THE EFFICIENCY OFTHE PRESENT INADEQUATE STAFF OF GARDENERS SO THAT ACTIVITIES CAN BE EXTENDED INTO AREAS NOW PLANTED BUT NOT MAINTAINED. FOR EXAMPLE, AT LEAST ONE MAN WILL BE RELIEVED FOR MUCH NEEDED WORK IN THE RE-PLANTING AND PREPARATION OF NEW AREAS AS OUTLINED IN THE MASTER PLAN.

B 1 ELECTRIC HOIST, ½ TON — 225
REQUESTED FOR THE DRAMA CENTER, TO BE USED FOR MOVING COSTUMES AND PROPERTIES FROM SECOND FLOOR TO FIRST FLOOR OF RECREATIONAL ARTS BUILDING--PRELIMINARY TO MOVING TO PLAYGROUNDS AND CENTERS AS REQUIRED. THIS IS THE CENTRAL STORAGE FOR ALL COSTUMES AND PROPERTIES USED IN PROGRAMS ON CENTERS AND PLAYGROUNDS THROUGHOUT THE CITY. SINCE THERE ARE TWO FLOORS, IT IS NECESSARY TO HAVE MECHANICAL MEANS OF RAISING AND LOWERING CARTONS, COSTUME RACKS, ETC., WHICH ARE MUCH TOO HEAVY TO CARRY.

C 1 SCRUBBING AND POLISHING MACHINE — 180
THIS MACHINE IS NECESSARY TO MAINTAIN THE WOODEN AND ASPHALT TILE FLOORING THROUGHOUT THE BUILDING AT THE BERNAL PLAYGROUND. IT WILL ALSO BE USED FOR SCRUBBING LAVATORIES AND SHOWER ROOMS SO THAT THEY MAY BE MAINTAINED IN A SANITARY AND HYGIENICALLY CLEAN CONDITION.

D 1 STEP LADDER, 4' — 6
REQUESTED FOR THE YERBA BUENA PLAYGROUND FOR USE IN GENERAL JANITORIAL MAINTENANCE. BECAUSE OF THE FACT THAT THIS IS A NEW UNIT, IT IS NOT EQUIPPED AT PRESENT.

E 4 STEP LADDERS, 6', @ $8 — 32
LADDERS ARE REQUESTED FOR BALBOA POOL, UPPER NOE, MERCED HEIGHTS, AND MIDTOWN TERRACE, SO THAT DAILY JANITORIAL MAINTENANCE MAY BE PERFORMED SAFELY; FOR EXAMPLE, CHANGING GLOBES, CLEANING WINDOWS, ETC.

F 2 ELECTRIC RANGES @ $200 — $ 400
REQUESTED FOR FULTON AND ROCHAMBEAU PLAYGROUNDS. THESE RANGES ARE NEEDED FOR THE PREPARATION OF HOT BEVERAGES AND MEALS BY THE ORGANIZATIONS WHICH USE THESE FACILITIES FREQUENTLY; FOR EXAMPLE, PARENT CLUBS, SENIOR CITIZENS, ETC.

G 1 MANNEQUIN, MALE — 165
REQUESTED FOR THE DRAMA CENTER IN THE RECREATIONAL ARTS BUILDING TO FACILITATE THE MAKING AND STYLING OF COSTUMES.

H 1 LAUNDRY PRESS, ELECTRICALLY HEATED — 1,600
REQUESTED FOR THE DRAMA CENTER TO FACILITATE THE LAUNDERING OF SOME 15,000 COSTUMES BY ONLY ONE LAUNDRESS.

I 1 CLOTH CUTTER, 5"" — 295
REQUESTED FOR THE DRAMA CENTER TO FACILITATE THE CUTTING OF COSTUMES. WITH ONLY ONE SEAMSTRESS AND THE EVER INCREASING WORK LOAD INVOLVED IN COSTUMING FOR PROGRAMS OF ALL UNITS AND CITY-WIDE EVENTS, A CUTTER OF THIS NATURE IS ESSENTIAL. AT PRESENT, THE TIME CONSUMING METHOD OF HAND CUTTING IS EMPLOYED.

J 8 ELECTRIC IRONS @ $13 — 104

8 IRONING BOARDS @ $16 — 128

8 SEWING MACHINES,PORTABLE, @ $138 — 1,104
NEW EQUIPMENT IS NEEDED BY THE CRAFTS SECTION TO CONDUCT THEIR PROGRAM PROPERLY. THE ABOVE REQUESTED EQUIPMENT WILL BE ROTATED AMONG PLAYGROUNDS AND COMMUNITY CENTERS SO THAT ALL GROUPS SUCH AS THE SENIOR CITIZENS AND MOTHERS' CLUBS WILL BE ABLE TO PARTICIPATE IN THE CITY-WIDE ARTS AND CRAFTS PROGRAM.

K 8 REFRIGERATORS, ELECTRIC, @ $250 — 2,000
FOR: ARGONNE, BERNAL, CAYUGA, EXCELSIOR, FUNSTON, MIRALOMA, SOUTH SUNSET, WAWONA
TO PROVIDE ADEQUATE, SAFE, AND HEALTHY FOOD STORAGE SPACE FOR THE ABOVE LISTED LOCATIONS, REFRIGERATORS ARE ESSENTIAL. THESE FACILITIES HAVE BEEN USED BY MANY GROUPS FOR MEETINGS, LUNCHEONS, AND OTHER SOCIAL EVENTS. SOME OF THESE GROUPS ARE THE PTA, SENIOR CITIZENS, TINY TOTS, MOTHERS' CLUBS.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 2 HAIR DRYERS, ELECTRIC, @ $175 — $ 350
THE REQUESTED HAIR DRYERS ARE FOR USE AT THE MISSION SWIMMING POOL. UNTOLD GOODWILL WILL BE PROMOTED IF PATRONS ARE SUPPLIED WITH EQUIPMENT TO DRY THEIR HAIR AFTER SWIMMING.

B 1 KITCHEN VENTILATING FAN — 20
THE INSTALLATION OF A SUCTION VENTILATING FAN IN THE KITCHEN WINDOW OF THE EUREKA VALLEY PLAYGROUND WOULD PERMIT THE MANY GROUPS WHO USE THESE FACILITIES TO USE THE KITCHEN WITHOUT DISTRESS OF HEAT AND FUMES.

C 1 BARREL PUMP — 14
REQUESTED FOR STERN GROVE, TO BE USED IN CONJUNCTION WITH WEED CONTROL SPRAYING. WITH THE USE OF THIS PIECE OF EQUIPMENT, IT WOULD ELIMINATE THE HAULING OF 50 GALLON BARRELS TO DIFFICULT OR INACCESSIBLE AREAS.

D 1 WET-DRY VACUUM CLEANER CONVERSION UNIT, COMPLETE — 525
REQUESTED FOR THE PLUMBING SHOP. THIS MOTOR UNIT, MOUNTED ON A 55-GALLON OIL DRUM, IS USED ON ROOFS TO REMOVE GRAVEL FROM VENT LINES AND TO CLEAN DUCTS AND AIR VENTS. AT THE PRESENT, A GREAT DEAL OF LABOR IS REQUIRED TO CLEAN THESE DRAINS, WHILE A VACUUM CLEANER CAN DO THE WORK IN A QUARTER OF THE TIME.

E 3 GENERATORS, 110 AC, @ $140 — 420
THESE GENERATORS ARE NEEDED TO PROVIDE PORTABLE ELECTRIC POWER FOR CRAFT EMPLOYEES TO RUN THEIR POWER TOOLS. IF THE SMALL GENERATORS REQUESTED ARE MOUNTED UNDER THE HOOD OF THE SERVICE TRUCKS, THE LARGE GENERATOR THAT IS HAULED BY TRAILER WOULD NOT BE NEEDED.

F 1 POOLMASTER VACUUM CLEANER, COMPLETE — 400
REQUESTED FOR THE CIVIC CENTER PLAZA. EQUIPMENT OF THIS TYPE IS NECESSARY TO MAINTAIN THE RECENTLY COMPLETED FOUNTAIN AT THE PLAZA. THE FOUNTAIN POOLS ACCUMULATE A CONSIDERABLE AMOUNT OF SILT, SAND AND DEBRIS WHICH MUST BE REMOVED FROM THE BOTTOM WEEKLY.

G 1 RECORD PLAYER, W/MICROPHONE & STAND — $ 225
THIS EQUIPMENT IS NEEDED IN ORDER TO PROPERLY CONDUCT THE DRAMA AND DANCE PROGRAM IN THE RECREATIONAL ARTS BUILDING, AND WILL BE USED FOR CONDUCTING FOLK, SQUARE AND SOCIAL DANCE CLASSES, DRAMA ACTIVITIES, ETC.

H 1 PUBLIC ADDRESS SYSTEM, W/MICROPHONE & ACCESSORIES — 340
THIS EQUIPMENT IS FOR USE AT THE NORTH BEACH SWIMMING POOL. WITH THE ABOVE REQUESTED EQUIPMENT, THE SWIMMING PROGRAM WILL BE GREATLY EXPANDED TO INCLUDE TRAINING, SYNCHRONIZED SWIMMING, OTHER PROGRAMS AND SHOW.

I 1 POWER MEGAPHONE, 5 WATT — 105
THIS EQUIPMENT IS REQUESTED BY THE AQUATIC SECTION FOR USE AT ROSSI POOL. IT WILL BE USED BY THE INSTRUCTORS TO TEACH SWIMMING CLASSES, TO COACH TEAMS, TO DIRECT SYNCHRONIZED SWIMMING PRACTICES, AND TO CONDUCT PROGRAMS. IN ADDITION, IT WILL ALSO BE USED BY LIFEGUARDS SO THE SWIMMERS WILL BE ABLE TO HEAR THEM BETTER.

J 1 POWER MEGAPHONE, 5 WATT — 105
REQUESTED FOR USE IN THE PINE LAKE AREA. THE MEGAPHONE WILL BE AN INVALUABLE AID FOR MAKING ANNOUNCEMENTS TO GROUPS USING THE FACILITIES, FOR CONDUCTING THE ACTIVITIES PROGRAM, AND FOR CONTROLLING THE SAFETY OF THOSE IN THE AREA.

K 1 OUTBOARD MOTOR — 250
TO EXPEDITE THE PROGRAM (PER DIRECTIVES OF THE DEPT. OF PUBLIC HEALTH) FOR THE CONTROL OF GNATS, MOSQUITOES, AND TULES IN LAKE MERCED, THE REQUESTED EQUIPMENT WILL BE ESSENTIAL. THE NECESSARY SPEED FOR THE PROPER APPLICATION OF INSECTICIDES AND WEEDICIDES ON THE 6.8 MILE SHORELINE CANNOT BE OBTAINED BY A ROW BOAT. A MOTOR BOAT IS NECESSARY. IT WILL ALSO BE USED IN NINE OTHER LAKES FOR ALGAE AND AQUATIC WEED CONTROL.

L 1 TRAILER, 2 WHEELS, W/SAND TIRES & DUMP BODY — 800
REQUESTED BY THE MAINTENANCE CREW TO BE USED IN CONJUNCTION WITH A JEEP IN HAULING DEBRIS FROM THE BEACHES TO A SPECIFIED DUMPING LOCATION. LARGER EQUIPMENT CANNOT RUN ON THE SAND; AS A RESULT, ALL THE LITTER MUST BE CARRIED BY HAND.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 1 TRAILER — $ 125
THE DEPARTMENT HAS A VERY FINE RESCUE MOTOR BOAT LOCATED AT AQUATIC PARK. AT PRESENT, IT TAKES SEVERAL PEOPLE TO DRAG THE BOAT TO THE EDGE OF THE WATER IN ORDER TO LAUNCH IT. WITH THE AID OF A LAUNCHING TRAILER, ONLY ONE PERSON WILL BE NECESSARY TO LAUNCH THE BOAT. THE USE OF A TRAILER WOULD ALSO MINIMIZE REPAIRS BECAUSE THE SCRAPING OF THE BOTTOM OF THE BOAT DUE TO DRAGGING WOULD BE ELIMINATED.

B 7 WHEELBARROWS @ $27 — 189
FOR: BERNAL, BUENA VISTA, CLEMENT CTS., FULTON, MIDTOWN, PORTSMOUTH SQ., H. WILLS
WHEELBARROWS ARE REQUESTED FOR THE ABOVE LISTED UNITS FOR TRANSPORTING HOSE, SPRINKLERS, DEBRIS, TOOLS, EQUIPMENT, ETC. THESE UNITS ARE NOT EQUIPPED AT THE PRESENT.

C 1 DUMP TRUCK, 10 WHEELS, W/10 YD. BODY — 13,000
REQUESTED FOR THE CONSTRUCTION CREW TO TRANSPORT TRACTORS, PAVEMENT ROLLER AND BOXED TREES, ETC. WEIGHING 10 TO 12 TONS. THE PRESENT EQUIPMENT IS TOO LIGHT TO HANDLE THE LOADS BEING PULLED OR TRANSPORTED BY THIS CREW.

D 1 PICK-UP TRUCK, W/SERVICE UTILITY BODY — 3,200
THE USE OF ANOTHER TRUCK WOULD MAKE IT POSSIBLE TO DEPLOY THE PLUMBING CREW TO DIFFERENT LOCATIONS; THUS, IT WILL BE MORE EFFICIENT IN CLEANING UP ANY BACKLOG, MEETING EMERGENCIES, ETC. THE REQUESTED TRUCK WILL BE ASSIGNED TO THE NEWLY EMPLOYED PLUMBER WHO WORKS ON INDIVIDUAL ASSIGNMENTS ON EMERGENCY SERVICE REPAIR WORK.

E 1 PICK-UP TRUCK, ½ TON, W/SPECIAL BODY — 2,200
REQUESTED FOR THE CHIEF OPERATING ENGINEER SO THAT THE ONLY OTHER TRUCK NOW AVAILABLE COULD BE USED EXCLUSIVELY BY THE STAFF. SINCE THE INSTALLATIONS UNDER THE JURISDICTION OF THE OPERATING ENGINEERS REQUIRE ALMOST 300 MAN HOURS PER MONTH SERVICING TIME, EXCLUDING TRAVELING TIME, ONE SERVICE TRUCK CANNOT POSSIBLY BE ADEQUATE TO PROVIDE TRANSPORTATION OF EQUIPMENT AND TOOLS, PERSONNEL (15 OPERATING ENGINEERS), AND FOR SUPERVISION (CHIEF OPERATING ENGINEER).

F 1 PICK-UP TRUCK, ½ TON — $2,200
REQUESTED FOR USE AT THE CROCKER AMAZON PLAYGROUND. A LIGHT TRUCK IS NECESSARY TO DRAG BALL DIAMONDS, HAUL SPRINKLERS, AND MAKE CLEANUPS ON GROUNDS.

G 1 PICK-UP TRUCK, ½ TON — 2,200
THIS VEHICLE IS NECESSARY TO PROVIDE TRANSPORTATION FOR THE PARK PATROL SERVICE. AS THIS GROUP HANDLES ALL THE EMERGENCY MATTERS ON NIGHTS, WEEKENDS AND HOLIDAYS, THEY HAVE TO HAVE SPECIAL TOOLS AND MATERIALS TO MAKE TEMPORARY REPAIRS. WITH THE USE OF A TRUCK, THE HEAD PATROLMAN WOULD BE ABLE TO CHECK THE VARIOUS BEATS MORE OFTEN, THUS CURBING VANDALISM. AT PRESENT, THE PATROL SERVICE HAS NO REGULAR TRANSPORTATION AND MUST RELY ON THE AVAILABILITY OF EQUIPMENT NOT IN USE.

H 1 JEEP PICK-UP TRUCK, W/LIFT, WINCH, CABLE & HOOK — 3,000
THE DEVELOPMENT OF THE ARBORETUM PRESENTLY UNDER WAY NECESSITATES THE RELOCATION AND PLANTING OF THOUSANDS OF PLANTS. IN AN AREA OF 44 ACRES, INTENSIVELY CULTIVATED, CONTAINING OVER 50,000 PLANTS AND MORE THAN THREE MILES OF PATHS, THE NEED FOR MECHANICAL TRANSPORTATION IS ACUTE. TO PUSH PLANT MATERIAL, SOIL ADDITIVES, TOOLS, AND LARGE ROCKS FROM PLACE TO PLACE VIA A WHEELBARROW IS TIME CONSUMING AND COSTLY; IN FACT, IT IS OFTEN IMPOSSIBLE. WITH A LIMITED STAFF OF EIGHT GARDENERS AND AN AREA OF 44 ACRES TO REDEVELOP, IT IS VERY APPARENT THE ACQUISITION OF THIS EQUIPMENT IS AN ABSOLUTE MINIMUM REQUIREMENT FOR THE OPERATIONS.

I 1 JEEP TRUCK, W/LIFT, SAND TIRES, & 10' RAKE — 3,800
THIS EQUIPMENT IS NEEDED TO PERFORM THE WORK REQUIRED UNDER THE CURRENT BEACH CLEANING PROGRAM. WITH THE ABOVE EQUIPMENT, THE MAINTENANCE CREW WILL BE ABLE TO KEEP CLEAN, IN THE MOST EXPEDIENT AND ECONOMICAL METHOD POSSIBLE, OCEAN BEACH, MARINA BEACH, PHELAN BEACH AND AQUATIC PARK.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 1 ELECTRIC TRUCKSTER, 1000 LBS. CAPACITY — $1,450
THIS VEHICLE IS REQUESTED FOR USE IN THE GOLDEN GATE PARK NURSERY TO SPEED UP THE MOVING ABOUT OF CONTAINER GROWN PLANTS AND OTHER CARGO. IT IS NOW NECESSARY TO CALL FOUR MEN TO PUSH THE FLAT-BED TRAILER CURRENTLY IN USE, THUS TAKING THEM FROM THEIR ASSIGNED JODS. RARELY, IF EVER, IS A TRUCK AVAILABLE TO DO THIS TASK. TO ELIMINATE THE WASTE OF LABOR, THIS TRUCKSTER WILL BE USED TO MOVE HEAVY LOADS EFFICIENTLY AND AT A LOW OPERATING COST.

B 1 ELECTRIC HYDRAULIC LIFT GATE, W/GENERATOR — 680
REQUESTED BY THE CONSTRUCTION CREW FOR HANDLING HEAVY ROLLS OF FENCING AND DRUMS OF LIQUID. THIS EQUIPMENT WILL REDUCE THE HAZARD IN HANDLING THIS MATERIAL AS WELL AS THE COST OF OPERATIONS. FOR EXAMPLE, ONE MAN CAN ROLL A BARREL ON TO THE LIFT GATE, WHILE AT PRESENT A BOOM TRUCK AND TWO MEN ARE NEEDED.

C 1 CHAIN SAW, 17" — 200
REQUESTED BY THE PARK DIVISION FOR UNIVERSAL ASSIGNMENT TO ALL THE PARK PROPERTIES. A NEW CHAIN SAW OF THIS SIZE WILL REDUCE COSTS IN MAN HOURS AND OPERATIONS. THIS CNAIN SAW WILL REDUCE WORK LOAD ON PRESENT EQUIPMENT. AMONG THE MANY USES ARE: CUTTING TREE TRUNKS, HEAVY LIMBS AND BRANCHES, MEETING EMERGENCIES CAUSED BY WIND AND RAIN, PROVIDINO FIREWOOD FOR DAY CAMPS, PICNIC AREAS, ETC. IN ADDITION, SOME OF TNIS WORK DONE BY TREE TOPPERS WILL NO LONGER BE NECESSARY.

D 1 ROTARY POWER MOWER, 18" — 120
REQUESTED FOR J.P. MURPHY PARK. A MOWER OF THIS TYPE IS NECESSARY IN ORDER TO MAINTAIN THE ROUGH MEADOW AREA AT SUNSET NEIGHTS. AT PRESENT THIS AREA IS CUT PARTIALLY BY POWER SICKLE ONLY IN THE EARLY SPRING. WITH TNE ADDED EQUIPMENT, IT WILL PERMIT TNE GARDENER TO CUT IN AREAS NOT ACCESSIBLE BY LARGER MOWERS ALL YEAR ROUND.

E 1 ROTARY POWER MOWER, 18" — 120
REQUESTED FOR THE GLEN PARK AREA TO BE USED TO MAINTAIN THE NEWLY ACQUIRED LAWN AREA THROUGHOUT SILVER TREE CAMP.

F 4 ROTARY POWER MOWERS, 18", @ $120 — $ 480
FOR: MISSION DOLORES, CROCKER AMAZON, HUNTERS POINT, CAYUGA
MOWERS OF TNIS TYPE ARE NEEDED AT THE ABOVE UNITS IN ORDER TO EXPEDITE MAINTENANCE OF AREAS SUCH AS STEEP SLOPES, PERIMETER OF BUILDING, UNDER TREES, ETC. AT PRESENT, HAND MOWERS MUST BE USED BECAUSE LARGER MOWERS CANNOT BE MANEUVERED IN TNESE AREAS.

G 1 POWER LAWN MOWER, 21" — 200
THE REQUESTED EQUIPMENT IS NEEDED FOR THE MAINTENANCE OF TURF AREAS AT THE RICHMOND LIBRARY. IT IS NOW NECESSARY TO TRANSPORT A MOWER FROM ANOTNER UNIT, AN INEFFICIENT AND UNECONOMICAL OPERATION.

H 1 POWER LAWN MOWER, 21" — 200
REQUESTED FOR USE AT PORTSMOUTH SQUARE TO CUT LAWN AREAS FORMERLY CUT BY LARGE GANGMOWER. SINCE THIS UNIT HAS BEEN REDESIGNED, THE FORMER METHOD IS NO LONGER DESIRABLE, THUS TNE NEED FOR A SMALLER MOWER.

I 1 POWER LAWN MOWER, 21" — 200
A POWER LAWN MOWER IS NEEDED TO EQUIP TNE MIDTOWN TERRACE AREA WITN A MEANS OF MAINTAINING THE LAWN AREA. AT PRESENT, NO EQUIPMENT IS AVAILABLE.

J 1 HAND MOWER, 16" — 26
REQUESTED FOR USE AT PORTSMOUTH SQUARE. A HAND MOWER IS NEEDED FOR TIGHT AREAS WHERE A POWER MOWER IS NOT PRACTICAL.

K 9 LAWN EDGERS @ $25 — 225
FOR: AQUATIC PARK, FULTON, JACKSON, JUNIPERO SERRA, MERCED NEIGHTS, PORTSMOUTH SQUARE, POTRERO HILL, WASHINGTON SQUARE, WEST PORTAL
TNE ADDITIONAL EQUIPMENT IS NECESSARY FOR TRIMMING THE EDGES OF LAWNS AROUND THE PERIMETER OF TNE ABOVE LISTED AREAS. EDGING OF TURF IS PRESENTLY DONE WITN GRASS SHEARS OR SPADES, AN INEFFICIENT AND COSTLY METNOD.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 1 POWER LAWN EDGER & TRIMMER — $ 175
TO MAINTAIN APPROXIMATELY 18,418 FEET OF LAWN EDGE ON THE PRESIDIO PARKWAY, A POWER LAWN EDGER AND TRIMMER IS ESSENTIAL. CONSTANT COMPLAINTS ON THE CONDITION OF THIS MAIN ARTERIAL WOULD BE PARTLY RESOLVED IF THIS MACHINE WERE PROVIDED TO DO A JOB NOT POSSIBLE BY MANUAL LABOR. THIS MANPOWER SAVED COULD THEN BE CONCENTRATED ON THE PRESIDIO DRIVE PARK ITSELF.

B 1 POWER LAWN EDGER & TRIMMER — 175
REQUESTED FOR STERN GROVE AND OTHER UNITS, THIS PROFESSIONAL EDGER AND TRIMMER WILL REMOVE OVER-GROWN AND UNSIGHTLY TURF FROM CURBS, SIDEWALKS, AND PATHS SO THAT A NEAT, FINISHED APPEARANCE WILL BE ACCOMPLISHED--A RESULT NOT POSSIBLE BY HAND TOOLS.

C 1 TILLER, GAS DRIVEN — 100
REQUESTED FOR USE IN THE BALBOA PARK AND MC LAREN PARK NURSERIES. A TILLER OF THIS SIZE WILL GREATLY REDUCE THE WORK NOW DONE BY HAND, OR IN MANY CASES, NOT DONE AT ALL. THE EQUIPMENT NOW AVAILABLE IS MUCH TOO LARGE FOR THE PREPARATION OF BEDS FOR PLANTING AND FOR CULTIVATION (WEED CONTROL) AROUND SHRUBS IN BORDER PLANTING.

D 1 ROTARY TILLER, 28" — 1,200
NOW THAT WE HAVE BEGUN TO DEVELOP THE ARBORETUM ACCORDING TO THE TERMS OF THE STRYBING BEQUEST, THE MAJOR PORTION OF THE 44 ACRE AREA IS TO BE RE-PLANTED. THIS NECESSITATES THE PREPARATION OF BEDS, ALSO THE REGULAR CULTIVATION OF AREAS TO CONTROL WEEDS WHERE SPRAYING IS NOT PRACTICAL. TO PERFORM THESE TASKS BY HAND WOULD REQUIRE THE ADDITION OF AT LEAST FOUR MEN TO OUR STAFF, HENCE THE IMPORTANCE OF THIS REQUEST.

E 1 FERTILIZER SPREADER, 36" — 136
TO REDUCE THE AMOUNT OF TIME NEEDED TO SPREAD THE FERTILIZER BY HAND AND TO ALLOW THE STAFF TO FOLLOW AN INTELLIGENT FEEDING PROGRAM FOR THE FIVE ACRES OF LAWN IN THE ARBORETUM, THE REQUESTED EQUIPMENT WILL BE ESSENTIAL. THIS METHOD WILL SPEED UP OPERATIONS AND RELEASE MEN TO ATTEND OTHER PRESSING DUTIES.

F 1 LITTER SWEEPER — $ 1,820
THIS LITTER SWEEPER IS DESIGNED PRIMARILY FOR LITTER COLLECTIONS IN LAWN AREAS. THIS UNIT WILL BE USED TO CLEAN UP THE TREMENDOUS AMOUNT OF DEBRIS THAT ACCUMULATES ON THE MARINA GREENS, PARTICULARLY AFTER CELEBRATIONS. IN ADDITION TO BEING AN EFFICIENT PIECE OF EQUIPMENT, IT IS ALSO VERY ECONOMICAL TO OPERATE. THE MACHINE WILL ALSO BE MADE AVAILABLE TO OTHER UNITS THROUGHOUT THE CITY; FOR EXAMPLE, PALACE OF FINE ARTS, HERBERT FLEISHHACKER PLAYFIELD, GOLDEN GATE PARK AND THE PANHANDLE.

G 1 AERIFIER, 20" — 625
REQUESTED FOR STERN GROVE, FUNSTON AND RELATED AREAS. THIS EQUIPMENT IS NEEDED TO AERIFY PUTTING GREENS, INFIELDS, BORDERS AND OTHER LAWNS INACCESSIBLE TO TRACTOR TYPE AERIFIER.

B 2 PRESSURE SPRAYERS, 3 GALLONS, @ $25 — 50
REQUESTED FOR ALTA PLAZA AND JEFFERSON PARK. THIS EQUIPMENT IS NEEDED FOR THE EFFECTIVE CONTROL OF WEEDS AND POISON OAK. WITH THE SPRAYERS, WORKMEN CAN DO THEIR OWN SPRAYING OF PATHS, ETC., INSTEAD OF SENDING FOR TANK TRUCK AND OPERATORS.

I 1 KNAPSACK SPRAYER — 60
THIS EQUIPMENT IS REQUESTED FOR WEED CONTROL ON STEEP HILL AREAS OF STERN GROVE AND OTHER UNITS WHERE LARGER POWER OPERATED EQUIPMENT OF THIS NATURE CANNOT FUNCTION EFFICIENTLY.

J 1 POWER SPRAYER, 30 GALLON — 325
HERBICIDES USED IN WEED CONTROL CANNOT BE COMPLETELY REMOVED FROM THE TANK OF THE SPRAYER; CONSEQUENTLY, WHEN THE SAME TANK IS USED TO SPRAY INSECTICIDES, DAMAGE TO DESIRABLE ORNAMENTALS OFTEN RESULTS. TO AVOID THIS, MANUFACTURERS OF THESE CHEMICALS RECOMMEND THAT SEPARATE TANKS BE USED. IT IS INTENDED THAT THE REQUESTED EQUIPMENT WILL BE USED TO SPRAY INSECTICIDES ONLY. THIS SPRAYER, FOR ALL OF THE CITY'S NURSERIES, WILL BE USED WHEN SMALL QUANTITIES OF SPRAY IS NECESSARY AS COMPARED TO THE 400 GALLON TANK NOW IN OPERATION.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 1 WEED BURNER — $ 45
EQUIPMENT FOR THE ELIMINATION DF WEEDS IN SIDEWALK CRACKS AND DN RDADS AND PATHS IS NECESSARY AT THE STERN GRDVE AND RECREATION AREA. HAND REMOVAL IS DIFFICULT AND SOMETIMES IMPDSSIBLE.

B 2 STEP LADDERS, 4', @ $6 — 12
REQUESTED FOR STERN GROVE TO BE USED FOR HEDGE TRIMMING, GARDEN MAINTENANCE, AND GENERAL JANITDRIAL DUTIES WHERE A TALLER LADDER IS NDT SAFE DR PRACTICAL.

G 1 STEP LADDER, 6' — 8
REQUESTED FDR BUENA VISTA PARK TO BE USED FDR WASHING CEILINGS, WALLS AND WINDDWS IN BUILDING, REPLACING LIGHT GLOBES, AND PRUNING TREES AND SHRUBS.

D 1 STEP LADDER, 10' — 15
REQUESTED FOR DOUGLASS PLAYGROUND FOR PRUNING TREES, GENERAL JANITDRIAL AND MAINTENANCE WORK.

E 4 STEP LADDERS, 8', ALUMINUM, @ $21 — 84
TO PROVIDE THE ARBORETUM WITH EQUIPMENT NEEDED TO ASSIST THE GARDENERS IN PRUNING DVERHANGING LIMBS ON TREES AND SHRUBS. AT PRESENT, THERE ARE NO STEPLADDERS AT THIS UNIT, AND WHEN NEEDED, THEY MUST BE BORROWED FROM THE TREE GREW.

F 1 EXTENSIDN LADDER, 24', ALUMINUM — 72
TO PROVIDE GLEN PARK WITH THE NECESSARY EQUIPMENT TO TRIM TALL SHRUBS AND TREES AROUND THE BUILDING. THIS EQUIPMENT IS ALSO NECESSARY TO ENABLE ONE TO GET DN THE RDDF FRDM TIME TO TIME.

G 1 EXTENSION LADDER, 24', ALUMINUM — 72
REQUESTED FOR USE AT BALBOA AND McLAREN NURSERIES TO ELIMINATE THE NEED OF TRANSPORTING A LADDER FROM THE MAIN YARD EVERY TIME A MINOR REPAIR DR A SHORT JDB HAS TO BE DONE. BORROWING LADDERS USUALLY INCONVENIENCES OR DELAYS ANOTHER UNIT ALSO. SDME OF THE USES ARE: REPLACING GLASS, APPLYING SHADING COMPDUND OR REMOVING SAME, COLLECTING SEEDS, AND GREENS, AND TRIMMING GREENS.

H 1 EXTENSION LADDER, 40', ALUMINUM — $ 135
REQUESTED FOR STERN GROVE. A LADDER OF THIS SIZE WILL FACILITATE THE REPLACEMENT OF ROADSIDE AND BUILDING LIGHTS, CLEANING DF GUTTERS AND ROOF, INSTALLATION DF CONCERT BANNER, AND OTHER GENERAL TREE AND JANITORIAL MAINTENANCE WORK. THE ADDITION OF THIS PIECE OF EQUIPMENT WILL ALSD ALLOW THESE JDBS TO BE ACCOMPLISHED IMMEDIATELY WHEN NECESSARY.

I 1 DRCHARD LADDER, 14' — 55
REQUESTED FOR BAYVIEW PARK. THIS LADDER WILL AID IN RE-LAMPING, CEILING CLEANING, SHRUB PRUNING, AND OTHER GENERAL USES. AT PRESENT, VALUABLE TIME IS LOST TRYING TO LOCATE A LADDER THAT IS NOT IN USE.

J 10 GRAVITY ROLLER CONVEYORS, 10', @ $55 — 550
REQUESTED FOR USE IN THE GOLDEN GATE PARK NURSERY. IT WILL BE MOST ADVANTAGEOUS FOR MOVING FLATS FROM GREENHOUSES WHICH ARE EMPTIED ABOUT FIVE TIMES A YEAR. IN ADDITION TO BEING A MORE EFFICIENT FORM OF OPERATION, FOR THE NURSERY, MANY OTHER UNITS WOULD ALSO BENEFIT FROM THE USE OF IT.

K 1 TOOL CHEST, W/CASTORS AND FODT BRAKE — 150
A SAFE AND EFFICIENT MEANS OF STORING AND MOVING TOOLS USED IN POWER MOWER REPAIR IS NEEDED BY THE MDWER GREW. IN ADDITIDN, TIME LOSS IN LOCATING LOST OR SCATTERED TOOLS AND EQUIPMENT WILL BE ELIMINATED.

L 2 FIRE EXTINGUISHERS @ $25 — 50
TO COMPLY WITH FIRE REGULATIONS OF THE CITY AND COUNTY, BERNAL PLAYGRDUND HAS REQUESTED THAT FIRE EXTINGUISHERS BE SUPPLIED.

M 12 REFERENCE BOOKS — 100
IN ORDER THAT THE JUNIOR MUSEUM MAY BE PROPERLY EQUIPPED, REFERENCE BOOKS IN SCIENCE, ARTS, GRAFTS, ETC., ARE ESSENTIAL.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 12 MIRACLE WHIRLS @ $350 — $4,200

FOR:		
	ALAMO SQUARE	LAFAYETTE
	ALTA PLAZA	ROCHAMBEAU
	A. CHALMERS	ROLPH
	FUNSTON	ST. MARY'S
	GLEN PARK	WEST PORTAL
	HAYWARD GIRLS	NORTH BEACH

INCREASED ATTENDANCE OF SMALL CHILDREN AT THE ABOVE UNITS CREATED A DEMAND FOR ADDITIONAL PLAY APPARATUS FOR THIS GROUP. THE MIRACLE WHIRLS ACQUIRED FROM LAST YEAR'S BUDGET APPROPRIATION WERE WELCOMED WITH INTEREST AND HAVE BEEN VERY SUCCESSFUL, AS EVIDENCED BY ATTENDANCE AND PUBLIC OPINION.

B 9 TABLE TENNIS TABLES @ $52 — 468

FOR:		
	BERNAL (3)	MISSION DOLORES
	CHINESE P/G	SUNSET
	HAMILTON	WEST SUNSET
	JULIUS KAHN	

TO PROVIDE THE ABOVE LOCATIONS WITH GREATER RECREATIONAL EQUIPMENT FOR PLAYGROUND ATTENDEES, ADDITIONAL PING PONG TABLES ARE NEEDED. MUCH CRITIGISM HAS BEEN HEARD FROM THE YOUNG AS WELL AS THE OLDER CHILDREN ABOUT THE SHORTAGE OF ADEQUATE FACILITIES FOR THIS POPULAR PASTIME.

C 8 COPPER ENAMELING KILN @ $21 — 168
2 CERAMIC KILN @ $250 — 500
12 BAND WEAVING LOOMS @ $10 — 120
48 KINDERGARTEN EASELS @ $16.50 — 792

NEW EQUIPMENT IS NEEDED BY THE CRAFTS SECTION TO GONDUCT THEIR PROGRAM PROPERLY. THE ABOVE REQUESTED EQUIPMENT WILL BE ROTATED AMONG PLAYGROUND AND COMMUNITY CENTERS SO THAT ALL GROUPS SUCH AS THE SENIOR CITIZENS, MOTHERS' CLUBS, AND TINY TOTS WILL BE ABLE TO PARTICIPATE IN THE CITY-WIDE ARTS AND CRAFTS PROGRAM.

D 12 KICKBOARDS, @ $2.50 — 30
REQUESTED FOR NORTH BEACH POOL TO AID CHILDREN IN LEARNING HOW TO SWIM. IT WILL ALSO BE USED FOR TEAM PRACTICES AND SYNCHRONIZED SWIMMING PROGRAMS.

E 1 AQUA-LUNG, COMPLETE WITH TANKS — $ 130
REQUESTED BY THE AQUATIC DIVISION FOR ALL UNITS AS NEEDED. THIS ITEM IS NECESSARY IN ORDER THAT LIFEGUARDS AND SWIMMING INSTRUCTORS CAN REMAIN UNDER WATER LONG ENOUGH TO CLEAN THE SIDES AND FLOORS OF THE POOL.

F 2 LIFEGUARD CHAIRS @ $140 — 280
REQUESTED FOR USE AT LAKE MERCED, THESE CHAIRS ARE ESSENTIAL FOR THE SAFETY OF THE PUBLIC. THE ELEVATED CHAIRS WILL ENABLE THE LIFEGUARDS TO HAVE A FULL VIEW OF THE FISHERMEN AND BOATSMEN.

G 2 BLANK STARTING REVOLVERS @ $25 — 50
TO ASSURE ACCURATE STARTS ON MEETS, STARTING GUNS ARE NECESSARY AT THE MISSION POOL--THE SITE OF SIX MAJOR AND 12 MINOR SWIMMING MEETS ANNUALLY.

H 8 STOP WATCHES @ $10 — 80

FOR:		
	BALBOA POOL	McLAREN POOL
	GARFIELD "	MISSION "
	HAMILTON "	NO. BEACH "
	LARSEN "	ROSSI "

TO ASSURE ACCURATE TIMING OF DISTANCE IN PRACTICE AND IN COMPETITION, STOP WATCHES ARE NEEDED AT THE ABOVE UNITS. DISTANCE TIMING IS KEPT BY THE PAA AND AAU AS PERMANENT RECORDS, AS WELL AS PUBLISHED IN NEWSPAPERS.

I 45 PARK BENCHES @ $25 — I,125

FOR:				
	ARGONNE	5	MISSION DOLORES	5
	CABRILLO	2	J. P. MURPHY	3
	FULTON	3	NORTH BEACH	4
	JULIUS KAHN	2	SOUTH SUNSET	10
	LAUREL HILL	5	SUNSET	6

TO PROVIDE NECESSARY SEATING FACILITIES FOR THE GENERAL PUBLIC, MORE BENCHES ARE NEEDED IN VARIOUS PARKS AND SQUARES AS RESTING PLACES. IN UNITS WHERE TABLE TENNIS IS PROVIDED, SOME BENCHES WILL BE NEEDED FOR PARTICIPANTS WAITING FOR THEIR TURN AS WELL AS FOR SPECTATORS.

J 2 PLAYER BENCHES, 10', @ $25 — 50
TO PROVIDE THE CHINESE PLAYGROUND WITH ADEQUATE SEATING ACCOMMODATIONS FOR PLAYERS AND SPECTATORS ON THE BASKETBALL COURT.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 6 PLAYER BENCHES, 8', @ $25 — $ 150

TWO BENCHES ARE REQUESTED FOR THE SEATING OF TEAMS USING THE SOFTBALL DIAMOND AT EXCELSIOR. IN ADDITION, FOUR BENCHES ARE ALSO NEEDED FOR THE SOUTN SUNSET PLAYGROUND BECAUSE THERE ARE TWO SOFTBALL DIAMONDS THERE.

B 33 GAME TABLES, 4', @ $25 — 825

FOR:				
BERNAL	12	MISSION DOLORES	4
EXCELSIOR	3	RICHMOND	2
JOSEPH LEE	4	ROLPH	4
MISSIOH P/G	4		

C 19 BANQUET TADLES, 6', @ $48 — 912

FOR:			
CHINESE CENTER	4	HAMILTON	3
OLEN PARK	6	WEST SUNSET	6

THE GAME AND BANQUET TABLES ARE REQUESTED FOR THE ABOVE UNITS TO SUPPLEMENT THE FEW, IF ANY, NOW AVAILABLE. TO AGCOMMODATE TNE NUMBER OF CLUBS, PTA, ETC., WHO USE TNESE FACILITIES CONSTANTLY, AN ADEQUATE SUPPLY OF TABLES IS NEEDED FOR ALL CRAFTS, DISPLAYS, LUNCHEON AND DINHERS, GAMES, ETC.

D 20 CARD TABLES, @ $10 — 200

FOR:	
BERNAL	6
MISSION DOLORES	6
WEST SUNSET	8

130 GARD TABLES @ $10 — 1,300

400 FOLDINO CHAIRS, METAL, @ $4 — 1,600

THERE IS A VERY LIMITED SUPPLY OF TABLES AND CNAIRS AVAILABLE AT EAGH OF THE UNITS WHICH HAVE LONG ESTABLISHED SENIOR GITIZEN PROGRAMS. MORE AND MORE "SEHIORS" ARE JOINING THIS AGTIVITY, THUS CREATING A SHORTAGE OF EQUIPMENT. THE SHORTAGE MUST BE REMEDIED IF TNE EVER INCREASING NUMBER OF SENIOR CITIZENS WHO HAVE BECOME INTERESTED AND WISH TO PARTICIPATE IN TNIS PROGRAM ARE AGCOMMODATED.

E 474 FOLDING CHAIRS, METAL, @ $4 — $1,896

FOR:				
APTOS	20	JUNIPERO SERRA	20
ARGONHE	15	LAUREL HILL	10
BERNAL	48	MISSION DOLORES	36
CABRILLO	10	OCEAN VIEW	50
FULTON	20	PORTOLA	25
NAMILTON	125	ROLPH	20
JOSEPH LEE	50	WEST SUNSET	25

THESE GHAIRS ARE REQUESTED TO SUPPLEMENT THOSE NOW ON HAND AT EACN OF THE ABOVE UNITS; IN SOME GASES THERE ARE NO CHAIRS AVAILABLE. THE PRESENT EQUIPMENT IS NOT SUFFICIENT TO ACCOMMODATE THE GATHERINGS THAT ATTEND PTA MEETINGS, SOCIALS, GLUB MEETIHGS, BUSIHESS MEETINGS, ETC. IT IS PRESENTLY NECESSARY TO HAVE TRUGKS DELIVER ADDITIONAL CHAIRS ONE DAY AND PICK THEM UP THE FOLLOWIHG DAY. THIS SYSTEM IS HOT ONLY EXPENSIVE FROM A LABOR STANDPOIHT, BUT MANY CHAIRS ARE DAMAGED THROUGH THE CONTINUAL TRANSPORTING FROM ONE UNIT TO ANOTHER.

F 17 TIHY TOT FOLDIHG TABLES @ $8 — 136

FOR:			
BERNAL	6	GRATTAN	4
FUNSTOH	4	GLEN PARK	3

165 TINY TOT FOLDING CHAIRS @ $4 — 660

FOR:			
BERNAL	36	GRATTAN	12
CHINESE CTR.	25	HAMILTON	25
COW HOLLOW	25	LAUREL HILL	12
FUNSTON	15	RICHMOND	15

THIS ADDITIONAL EQUIPMENT IS NEEDED TO ACCOMMODATE THE EVER INGREASIHG NUMBER OF TINY TOTS WHO HAVE BECOMB INTERESTED AND ARE NOW PARTICIPATIHG IN THIS CITY-WIDE PROGRAM. TNESE TABLES AHD GHAIRS WILL FURTHER PROMOTE THE EXPANDED TINY TOT PROGRAMS OF THE ABOVE LISTED UNITS.

G 25 TABLE TOPS AND FOLDING HORSES @ $50 — 1,250

TO ACCOMMODATE TNE LARGE GATHERINGS AT THE STERN GROVE FOR IHDOOR AND OUTDOOR ACTIVITIES, THE REQUESTED EQUIPMENT WILL BE ESSENTIAL. IN ADDITION, THESE TABLES AND NORSES MAY BE TRANSPORTED TO SUPPLEMENT OTNER CITY-WIDE RECREATION UNITS WHEN NEEDED RATHER THAN RENTING THEM. AMONG THE MANY SOCIAL AND GENERAL RECREATION ACTIVITIES ARE SUMMER MUSICAL GONCERTS AT STERN GROVE, CARD PARTIES, FASHION SHOWS, AND DEDICATIONS.

EQUIPMENT - GENERAL DIVISION

NEW EQUIPMENT

A 1 LINE MARKER, FOUR WHEEL — $ 115
TO PRDVIDE THE CRDCKER AMAZDN PLAYGROUND WITH EQUIPMENT FDR MARKING LINES ON BASEBALL, SOCCER, SDFTBALL AND TDUCH-TACKLE FIELDS. PRESENT METHDD DF DDING THE MARKING BY HAND RESULTS IN IRREGULAR LINES AND IS TIME CONSUMING.

B 1 BICYCLE RACK — 70
TO PRDVIDE A PRDPER MEANS OF PARKING BICYCLES AT THE RDCHAMBEAU PLAYGROUND, A BICYCLE RACK IS REQUIRED. AT PRESENT, BICYCLES ARE CLUTTERING THE ENTRANCE TD THE PLAYGROUND, WHICH RESULTS IN A HAZARDOUS AND UNTIDY SITUATION.

C 3 SCOREBOARDS AND TIMERS, ELECTRIC, @ $670 — 2,010
TO ASSIST THE DFFICIALS TO KEEP ACCURATE SCORES AND TIME DF GAMES, A SCOREBOARD AND TIMER IS NEEDED AT THE CHINESE CENTER, GLEN PARK AND OCEAN VIEW PLAYGRDUNDS. AT PRESENT, THE LACK OF SUCH EQUIPMENT HAS RESULTED IN PROGRAMS BEING LESS EFFECTIVELY PRESENTED; FOR EXAMPLE, THE SPECTATORS ARE INCONVENIENCED.

D 44 STEEL LOCKERS, 18" x 20" x 24", @ $22.50 — 990
REQUESTED FOR THE PHOTOGRAPHY CENTER WHERE MORE LOCKERS ARE NEEDED, AS EVIDENCED BY THE LONG WAITING LIST FDR THE RENTAL DF LOCKERS. WITHIN A PERIOD OF 2½ YEARS, THE REVENUE RECEIVED FROM TBE RENTAL DF THESE LOCKERS WILL EQUAL THE COST.

E 1 SET DF STAGE CURTAINS — 900
CURTAINS, DRAPES AND BACKDROP ARE NEEDED FOR THE AUDITDRIUM STAGE AT THE EUREKA VALLEY RECREATION CENTER. IT IS IMPDSSIBLE TO CDNDUCT A DRAMATIC PRDGRAM PRDPERLY WITHOUT THESE FURNISHINGS. THE PURPDSE DF THIS EQUIPMENT IS TO COVER THE UNSIGHTLY, BARE WALLS, PIPES, FLUES, ETC., AND TD FURNISH SPEAKERS, LECTURERS AND PERFORMERS WITH THE PROPER SURROUNDINGS.

F 4 SPOTLIGHTS, 1000 WATTS, COMPLETE — 410
FOR USE AT THE DRAMA CENTER, WHERE NO SPOTLIGHTS WERE PROVIDED FOR STAGING DRAMA AND DANCE DIVISIDN PRODUCTIDNS. THIS EQUIPMENT IS TD BE USED FDR CENTRALLY STAGED CITY-WIDE PROGRAMS, AND WILL ALSD BE AVAILABLE FOR INDIVIDUAL USE OF OTHER UNITS.

G 1 ELECTRONIC PIANO, PORTABLE — $ 400
REQUESTED BY THE MUSIC CENTER. A PORTABLE PIANO DF THIS TYPE IS NECESSARY FOR THE PROPER CONDUCT OF ITS PROGRAMS--JOSEPH LEE DAY, STORYLAND PROGRAMS, CHRISTMAS CAROLING, ETC. AT PRESENT, THE LACK OF A PORTABLE PIANO HAS GREATLY REDUCED THE NUMBER OF OUTDOOR PROGRAMS PRESENTED. THE DEPARTMENT'S PIANO MOVING EXPENSE ALONE EXCEEDS $200 ANNUALLY; THUS, THE COST OF THE PIANO COULD BE RECOVERED IN A PERIOD OF TWO YEARS. IN ADDITION, SAVINGS WOULD BE MADE ELSEWHERE SINCE THE PIANO DOES NOT NEED TUNING (TUNING EXPENSE) AND IT COULD ALSO BE USED AS A P.A. SYSTEM (RENTAL OF SOUND TRUCKS).

H 2 UKULELES, BARITONE @ $39 — 78
2 UKULELES, TENOR @ $25 — 50
6 UKULELES, STANDARD @ $10 — 60

UKULELE CLASSES, A NEW ACTIVITY IN THE MUSIC CENTER DF THE RECREATIONAL ARTS BUILDING, HAVE BEEN ENORMOUSLY SUCCESSFUL, RESULTING IN HEAVY DEMAND FROM MANY RECREATION CENTERS FOR INSTRUCTION IN PLAYING TECHNIQUES AND ENSEMBLE WORK. AT PRESENT, THE DEPARTMENT DOES NOT HAVE ANY EQUIPMENT OF THIS TYPE. THE INSTRUMENTS NOW USED ARE DWNED BY THE INSTRUCTORS AND ARE USUALLY INADEQUATE. OUR UKULELE PROGRAM HAS ATTRACTED MUCH FAVORABLE COMMENT AND INTEREST FROM PERFORMANCES AT STERN GROVE CARNIVAL, STORYLAND, AND DN TELEVISION.

EQUIPMENT - ZOO DIVISION

REPLACEMENTS

A 2 HAND TRUCKS @ $130 — $ 260
REPLACING HOMEMADE HAND TRUCKS USED AT THE ZOO FOR CARTING FISH AND OTHER FOODSTUFF IN AND OUT OF THE FREEZER. THE PRESENT TRUCKS ARE BADLY WORN AND DETERIORATED, DUE TO THE TYPE OF MATERIAL HANDLED. NO INVENTORY NUMBER; NO TRADE IN VALUE.

B 1 PLATFORM TRUCK — 160
REPLACING HOMEMADE PLATFORM TRUCK USED DAILY IN CLEANING THE ELEPHANT HOUSE. THE PRESENT TRUCK IS BADLY WORN BEYOND REPAIR. NO INVENTORY NUMBER, NO TRADE-IN VALUE.

C 2 WINCHESTER RIFLES @ $121 — 242
REPLACING TWO '06 WINCHESTER #70 RIFLES, .30 CALIBER, STOLEN FROM THE ZOO. NO INVENTORY NUMBERS.

NEW EQUIPMENT

D 2 WHEELBARROWS @ $27 — 54
ADDITIONAL CARTING EQUIPMENT IS NEEDED FOR THE HEAVY VOLUME OF CHORES THAT MUST BE DONE DAILY AT THE ZOO; FOR EXAMPLE, CLEANING CORRALS AND DELIVERY OF FOODSTUFF.

E 1 HYDRAULIC LIFT GATE — 680
MECHANICAL MEANS OF LOADING DRUMS OF MEAT, SACKED FEED, BALES OF HAY, AND CRATED ANIMALS ARE NEEDED FOR THE ZOO. AT PRESENT, TWO AND SOMETIMES THREE MEN ARE NEEDED TO LOAD A TRUCK, WHEREAS THE SAME WORK COULD BE DONE BY ONE MAN WITH THE AID OF A MECHANICAL LIFT. IN ADDITION TO THE REDUCTION OF MANPOWER NEEDED, IT WILL ALSO MAKE THE LOADING JOB LESS HAZARDOUS.

EQUIPMENT - RECREATIONAL UNITS

REPLACEMENTS

F 1 DITCH PUMP — $3,000
REPLACING 1941 PEERLESS PUMP, NO SERIAL NOR INVENTORY NUMBERS, USED AT SHARP PARK GOLF COURSE FOR DRAINING SALADA LAKE, A STORAGE BASIN FOR STORM WATER FROM THE SURROUNDING HILLS. THE PRESENT DITCH PUMP IS OBSOLETE AND CANNOT BE REPAIRED BECAUSE PARTS ARE NO LONGER AVAILABLE.

C 1 FRAME FOR GANGMOWER UNITS — 350
REPLACING FRAME FOR TORO FAIRWAY MOWER, MODEL NO. DE 464, USED AT HARDING PARK GOLF COURSE.* NO INVENTORY NUMBER, NO TRADE-IN VALUE.

H 1 FRAME FOR GANGMOWER UNITS — 350
REPLACING FRAME FOR WORTHINGTON FAIRWAY MOWER, SERIAL NO. (NONE), USED AT SHARP PARK GOLF COURSE.* NO INVENTORY NUMBER, NO TRADE-IN VALUE.

*THE PRESENT FRAMES ON THESE TWO FAIRWAY MOWERS ARE RUSTED, WARPED OUT OF SHAPE, AND WORN OUT. FIVE NEW MOWING UNITS WERE APPROVED IN LAST YEAR'S BUDGET APPROPRIATION, AND TO USE THESE MOWING UNITS PROPERLY, NEW FRAMES MUST BE SUPPLIED.

I 1 PUTTING GREEN MOWER, 21" — 445
REPLACING 1957 TORO PUTTING GREEN MOWER, SER. NO. 7340038, INVENTORY NO. 12-2393, DEPT. NO. 12-10540, USED AT THE PITCH AND PUTT GOLF COURSE IN GOLDEN GATE PARK. THIS WORN AND NON-REPAIRABLE MOWER IS NO LONGER SUITABLE FOR WEED CUTTING THREE TIMES PER WEEK.

ESTIMATED COST OF REPLACEMENT	$ 460
ESTIMATED TRADE-IN ALLOWANCE	15
NET AMOUNT REQUESTED	$ 445

J 1 LINE MARKER, WET — 110
REPLACING WORN OUT WET LINE MARKER USED AT KEZAR STADIUM TO MARK YARD LINES WITH WET LIME. THE PRESENT MARKER, ESTIMATED TO BE OVER 25 YEARS OLD, IS IN CONSTANT NEED OF REPAIRS AND DOES NOT OPERATE IN A SATISFACTORY MANNER. NO INVENTORY NUMBER, NO TRADE-IN VALUE.

EQUIPMENT - RECREATIONAL UNITS

REPLACEMENTS

A 1 FOOTBALL FIELD COVER, 6 SECTIONS — $ 13,500
TO REPLACE FOOTBALL FIELD COVER, PURCHASED IN 1953, USED AT KEZAR STADIUM TO KEEP THE FIELD DRY DURING RAINY DAYS BEFORE A GAME. THE PRESENT FIELD COVER IS WEAK FROM EXPOSURE TO THE ELEMENTS; IT NO LONGER PREVENTS WATER FROM SEEPING THROUGH. MAJOR REPLACEMENT OF PARTS OF SECTIONS, CONTINUOUS REPAIR, AND WATERPROOFING WILL COST MORE THAN THE TOTAL REPLACEMENT. NO INVENTORY NUMBER; NO TRADE IN VALUE.

NEW EQUIPMENT

B 1 LAPPING MACHINE — 80
REQUESTED FOR MC LAREN PARK GOLF COURSE. THIS MACHINE WILL BE USED TO SHARPEN PUTTING GREEN MOWERS, PARK SPECIAL MOWERS, AND MOWING UNITS ON TRACTOR MOWERS. SINCE THIS IS A NEW GOLF COURSE, A LAPPING MACHINE WILL BE ESSENTIAL FOR ITS PROPER OPERATION.

C 1 PICK-UP TRUCK — 2,200
REQUESTED FOR SHARP PARK GOLF COURSE. A LIGHT TRUCK IS NEEDED FOR HAULING TOP SOIL, FERTILIZER, SOD, ETC. IN ADDITION, IT WILL PROVIDE TRANSPORTATION FOR THE FOREMAN AND SPEED UP THE CHANGING OF PINS AND TEE MARKERS. AT PRESENT, A HEAVY DUMP TRUCK MUST BE USED TO DO THE LIGHT HAULING, AN UNNECESSARILY EXPENSIVE OPERATION.

D 2 PUTTING GREEN MOWERS, 21", @ $460 — 920
THESE PUTTING GREEN MOWERS ARE REQUESTED TO EQUIP THE RECENTLY REDESIGNED HARDING PARK NINE HOLE GOLF COURSE. DUE TO THE FACT THAT THIS IS A "NEW" COURSE, THIS EQUIPMENT IS VITALLY NEEDED FOR MAINTAINING THE PLAYING SURFACES OF THE GREENS.

E 1 ROTARY MOWER, 31" — 585
REQUESTED FOR LINCOLN PARK GOLF COURSE. A MOWER OF THIS TYPE IS NECESSARY IN ORDER TO CUT ROUGH AREAS AND BORDERS ON LEGION DRIVE, UNDER TREES, AND AROUND SAND TRAPS. AT PRESENT, ROTARY MOWER HAS TO BE BORROWED FROM THE MAIN YARD, CAUSING UNDUE DELAY IN ACCOMPLISHING THE WORK BECAUSE MOST OF THE TIME ROTARY MOWERS ARE NOT AVAILABLE.

F 1 ROTARY MOWER TRACTOR ATTACHMENT — $ 500
TO SUPPLEMENT SMALL ROTARY MOWERS AT GOLDEN GATE PARK GOLF COURSE, A TRACTOR ATTACHMENT IS NEEDED TO CUT AREAS TOO LARGE FOR THE PRESENT EQUIPMENT. THESE LARGE AREAS OF DRIED WEEDS AND OTHER VEGETATION PRESENT A FIRE HAZARD IF NOT CUT REGULARLY.

FIXED CHARGES

G ACCIDENT COMPENSATION (RET)
THE REQUESTED FUNDS ARE BASED ON ACTUAL EXPENDITURES OF PREVIOUS YEARS.

H PREMIUM ON OFFICIAL BONDS (PUR)
THE FUNDS REQUESTED ARE FOR PREMIUMS ON BONDS FOR SEVEN COMMISSIONERS, THE GENERAL MANAGER, SUPERINTENDENT OF RECREATION, SUPERINTENDENT OF PARKS AND OFFICERS' AND EMPLOYEES' BLANKET BONDS.

I INSURANCE PREMIUMS - GENERAL DIVISION
THE ADDITIONAL FUNDS ARE TO COVER THE PREMIUM FOR EARTHQUAKE, FIRE AND EXTENDED COVERAGE FOR THE UNION SQUARE GARAGE. COVERAGE TO BE FOR $2,247,500, OF WHICH 40% IS FOR EARTHQUAKE AND 60% FOR FIRE AND EXTENDED COVERAGE.

J MEMBERSHIP DUES

SHORELINE PLANNING ASSOCIATION OF CALIFORNIA, INC.	$ 500
AMERICAN ASSOCIATION OF MUSEUMS	5
NATIONAL RECREATION ASSOCIATION	10
CALIFORNIA ASSOCIATION FOR HEALTH AND WELFARE	10
AMERICAN ASSOCIATION OF HEALTH AND PHYSICAL EDUCATION	10
AMERICAN RECREATION SOCIETY	10
NATIONAL AUDUBON SOCIETY	5
AMERICAN CAMPING ASSOCIATION	10
NATIONAL STORY TELLERS LEAGUE	2
NORTHERN CALIFORNIA YOUTH COUNCIL	2
AMERICAN INSTITUTE OF PARK EXECUTIVES	35
NATIONAL SHADE TREE CONFERENCE-WESTERN CHAPTER	25
CALIFORNIA MARINE PARKS & HARBORS ASSOCIATION	500
AMERICAN HORTICULTURAL SOCIETY	6
AMERICAN RHODODENDRON SOCIETY	5
	$1,135

ADM.CODE 16.6 (16) ORD 320-60

FIXED CHARGES

A RETIREMENT ALLOWANCE

	GENERAL DIVISIONS	ZOO DIVISION	COMMISSARY DIVISION	RECREATIONAL UNITS	TOTAL
PERMANENT SALARIES	1937907	230032	60639	194622	2423200
OVERTIME	8848	75	1871	8583	19377
HOLIDAYS	14586	9191	2500	9969	36246
WAGES	685680	39944	13448	90524	829596
WAGES-GARDENERS	1966331	19506		322293	2308130
	4613352	298748	78458	625991	5616549
RETIREMENT RATE 6.236%	287688	18630	4893	39037	350248

B SOCIAL SECURITY - EMPLOYER'S TAX

GENERAL DIVISION	$ 926932	@	3-1/8%	$28967	
	2229963	@	3-5/8%	80837	$109804
ZOO DIVISION	$ 48739	@	3-1/8%	$ 1523	
	80243	@	3-5/8%	2908	$ 4431
COMMISSARY DIVISION	$ 19359	@	3-1/8%	$ 605	
	26153	@	3-5/8%	948	$ 1553
RECREATIONAL UNITS	$ 64478	@	3-1/8%	$ 2015	
	81358	@	3-5/8%	2949	$ 4964
					$120752

C TAXES - GENERAL DIVISION
ADDITIONAL FUNDS REQUESTED DUE TO ANTICIPATED INCREASE IN TAXES ON SHARP PARK GOLF COURSE LAND.

D RENTALS
DURING THE 1962-63 FISCAL YEAR THE CIVIC AUDITORIUM WILL NOT BE AVAILABLE FOR HOLDING THE ANNUAL FOLK DANCE FESTIVAL WHICH WAS SPONSORED BY THE FOLK DANCE FEDERATION OF NORTHERN CALIFORNIA. THE DECREASE IS THE ELIMINATION OF THE RENTAL FOR THIS EVENT.

E SERVICES - OTHER DEPARTMENTS
FUNDS REQUESTED ARE THOSE REQUESTED BY THE DEPARTMENT OF PUBLIC WORKS FOR ENGINEERING SERVICES REQUIRED DURING THE FISCAL YEAR.

RECONSTRUCTION & REPLACEMENTS

GENERAL DIVISION

F FLEISHHACKER POOL — $11,100
INSTALL NEW SWITCHBOARD IN PUMPHOUSE
PRESENT STARTER IS WORN TO A POINT WHERE IT DOES NOT OPERATE IN A SAFE MANNER. REPLACEMENT PARTS ARE UNOBTAINABLE AND MUST BE MADE AT VERY HIGH COST. THIS STARTER ACTIVATES THE IRRIGATION BOOSTER PUMP IN THE ZOO AREA, THE POOL AREA AND UPPER GREAT HIGHWAY. THERE IS NO IRRIGATION IN THESE AREAS WHEN THE PUMP IS OUT OF SERVICE. A NEW SWITCHBOARD IS RECOMMENDED BY THE STATE OF CALIFORNIA, DEPARTMENT OF INDUSTRIAL SAFETY.

G FLEISHHACKER POOL AREA — $11,100
ALTER AND REHABILITATE ELECTRIC SYSTEM

ALTERATIONS ARE REQUIRED FOR THE PRIMARY SERVICE TO THE CITY-OWNED OUTDOOR TRANSFORMER CORRAL, SUPPLYING SECONDARY POWER TO THE BATHHOUSE AND THE SALT WATER PUMP MOTOR. SPECIFICATIONS AND CONTRACT DRAWINGS WERE SUBMITTED ON JANUARY 16, 1961. BRIEFLY, THE CORRAL WILL BE RE-FENCED AND COVERED TO PREVENT UNLAWFUL AND DANGEROUS ACCESS TO THE PROXIMITY OF THE EXPOSED HIGH VOLTAGE BUS BY UNAUTHORIZED PEOPLE.

THE BATHHOUSE REQUIRES THREE NEW PANELBOARDS, NEW LIGHTING IN THE SERVICE CENTER OF THE MAIN FLOOR AND THE OCEAN ROOM OF THE SECOND FLOOR. REARRANGE CONVENIENCE OUTLET CIRCUITS ON BOTH FLOORS TO RELIEVE THE FUSE TROUBLE CAUSED BY OVERLOADING, AND ILLEGAL WIRING EXTENSIONS. THE THREE FEEDER SWITCHES AND PRIMARY BUS ARE TO BE REFURBISHED, AND THE ENTIRE STRUCTURE, INCLUDING THE TRANSFORMERS, PAINTED.

THIS WORK WILL ALSO INCLUDE THE INSTALLATION OF FOUR OUTDOOR FLOODLIGHTS, EQUIPPED WITH AUTOMATIC LIGHT CONTROL SWITCHES, MOUNTED ON THE EAST FACADE OF THE BUILDING FOR THE PROTECTIVE LIGHTING OF THE POOL AREA. THE SALT WATER PUMP SERVICE IS TO BE CHECKED FOR GROUND, AND IS TO BE CORRECTED AS REQUIRED.

A FLEISHHACKER PLAYFIELD — $ 1,000

INSTALL ELECTRIC SERVICE TO PONY BARN

THE PONY BARN, 120/240 VOLT SERVICE, CONSISTING OF 3-#10 WIRES IN A 1½"DIAMETER CONDUIT, ORIGINATES FROM A 5 KW DRY TYPE CITY-OWNED TRANSFORMER THAT SUPPLIES LIGHT, CONTROLS, AND PLUG RECEPTACLES IN THE VAULT, PUMP ROOM, HEATER ROOM, AND VARIOUS OTHER SERVICE BUILDINGS IN THE IMMEDIATE VICINITY. THE ADDITION OF THE PONY BARN LOAD TO THIS TRANSFORMER HAS RESULTED IN ITS OVERLOADING. RATHER THAN INCREASE THE SIZE OF THIS TRANSFORMER, IT IS RECOMMENDED THAT THE SERVICE BE CUT OVER TO 440 VOLTS AND A 5- OH 7.5 KW TRANSFORMER INSTALLED AT THE PANELBOARD OF THE PONY BARN. THIS WILL RESULT IN DOUBLING THE CAPACITY OF THE EXISTING WIRE AND CONDUIT PLUS HALVING THE VOLTAGE DROP ON THIS SERVICE.

B FLEISHHACKER PLAYFIELD — $15,000

CONTINUE RECONSTRUCTION OF PLAY AREA

THE AREA SHOULD BE COMPLETELY REHABILITATED. THE PLAY APPARATUS IS RUN DOWN AND ALL WALKS ARE BROKEN AND REPRESENT A SAFETY HAZARD. THIS PROJECT ALSO INCLUDES WALKS LEADING TO AND FROM THE ZOO GATES AND FLEISHHACKER POOL. FUNDS FOR THE INITIAL PHASE OF THE PROJECT WERE PROVIDED IN THE 1961-62 BUDGET.

C LAUREL HILL PLAYGROUND — $ 1,600

INCREASE HEIGHT OF FENCE

RAISE HEIGHT OF FENCE PROTECTING SMALL CHILDREN'S AREA FROM BALLS BATTED FROM BASEBALL DIAMOND. (APPROX. 10' HIGH AND 50' IN LENGTH).

THIS IS A DANGEROUS CONDITION. BALLS BATTED FROM SMALL FIELD CAN CLEAR PRESENT LOW FENCE AND WILL HIT PEOPLE ON PUBLIC WALKWAY. CHILDREN WALKING ON PATH TO PLAYGROUND CLUBHOUSE ARE IN DIRECT LINE TO BE HIT BY BARD BALL.

D SILVER TERRACE PLAYGROUND — $ 1,000

LENGTHEN FENCE ALONG FIRST BASE LINE

LENGTHEN EXISTING FENCE RUNNING ALONG FIRST BASE LINE OF MAIN BASEBALL DIAMOND AN ADDITIONAL 75' INTO RIGHT FIELD. (10' HIGH).

TO PROTECT THE PUBLIC FROM BALLS HIT DURING GAMES. SPECTATORS AND PEDESTRIANS ARE IN DANGER OF BEING HIT BECAUSE OF PRESENT EXPOSED SECTION. PRESENT FENCE IS NOT LONG ENOUGH. CONSTANT DANGER TO PEOPLE USING WALKWAY TO BLEACHERS.

E FLEISHHACKER PLAYFIELD — $ 6,000

REHABILITATE, REPAIR AND PAINT CONVENIENCE STATION

THE PARTITIONS AND FIXTURES ARE EXTREMELY OLD AND MANY ARE BROKEN. AFTER REHABILITATION AND REPAIR WORK IS COMPLETED, BOTH THE INTERIOR AND EXTERIOR OF BUILDING SHOULD BE PAINTED.

F FUNSTON PLAYGROUND — $ 8,700

REPLACE FABRIC ON GOLF CAGES

FOR PROTECTION OF GOLFERS AND PERSONS AND PROPERTY ADJACENT TO THE DRIVING CAGES, APPROXIMATELY 3,000 SQ. FT. OF CHAIN LINK FABRIC SHOULD BE REPLACED.

G ROCHAMBEAU PLAYGROUND — $ 6,000

RESURFACE PLAY AREA

APPROXIMATELY 4,500 SQ. FT. OF THE PLAY AREA IS UNEVEN WITH MANY BAD DEPRESSIONS. THIS PROJECT INCLUDES APPLYING 32,000 SQ. FT. OF WEARCOAT AND RELINING THE COURTS.

H FULTON PLAYGROUND — $5,600

REPAIR AND RESURFACE COURTS AND PLAY AREA

APPROXIMATELY 30,000 SQ. FT. OF THE PLAY AREA HAS BAD DEPRESSIONS THAT COULD BE HAZARDOUS. REQUIREMENTS: FILL DEPRESSIONS AND WATER HOLES; SURFACE WITH WEARCOAT AND RELINE.

I GLEN PARK PLAYGROUND — $ 7,800

RESURFACE AND LINE TWO TENNIS COURTS

THE AREA OF THE TWO COURTS (APPROXIMATELY 14,000 SQ. FT.) IS BADLY CRACKED, UNEVEN, WORN AND HAS DEEP DEPRESSIONS, MAKING AN ALMOST UNPLAYABLE CONDITION TO EXIST.

J FUNSTON PLAYGROUND — $19,800

RESURFACE COURTS AND WALKS

THESE OLD SURFACES ARE CRACKED, UNEVEN AND POROUS, AND PRESENT A HAZARD. THE AREA CONTAINS ABOUT 35,000 SQ. FT. WHICH SHOULD BE REPAIRED, FINISHED WITH WEARCOAT, AND RELINED.

K GOLDEN GATE PARK-25TH AVENUE ROAD TO MAIN DRIVE — $ 5,600

RESURFACE ROAD

ROADWAY IS NOW ARMOR COAT THAT IS STARTING TO UNRAVEL. THE BASE IS SATISFACTORY AT THE PRESENT TIME BUT COULD BE DAMAGED UNLESS SURFACE IS REPAIRED.

L CABRILLO PLAYGROUND — $ 7,200

RESURFACE PLAY AREA

SURFACE OF THE PLAY AREA HAS WORN THROUGH. A WEARCOAT SURFACE WILL PROTECT THE BASE OF THE AREA CONTAINING APPROXIMATELY 38,000 SQ. FT. PLAY AREA IS TO BE RELINED.

A NORTH BEACH PLAYGROUND — $ 1,300
PAINT 21 FLOODLIGHT STANDARDS
THESE 21 POLES ARE CORRODED AND BADLY RUSTED. WILL NEED CHIPPING AND PAINT TO PROTECT FURTHER DAMAGE TO STEEL POLES.

B FOLSOM PLAYGROUND — 7,000
REHABILITATE FLOODLIGHT SYSTEM
PRESENT SYSTEM HAS REACHED A POINT WHERE REPAIR IS NOT PRACTICAL. WIRING IS OLD AND CORRODED AND FIXTURES ARE CORRODED BADLY, SUPPORTING BRACKETS WEAKENED. PRESENT LIGHTS DO NOT PROVIDE EFFICIENT SERVICE NEEDED FOR NIGHT PLAY. FIFTEEN LIGHT POLES ARE TO BE PAINTED AND 38 LIGHT FIXTURES REPLACED.

C FLEISHHACKER BATHHOUSE — 5,000
REPLACE CASEMENT SASH AND WINDOWS
THE PRESENT SASH IS BADLY WARPED ALLOWING DAMPNESS TO ENTER BUILDING THAT WILL CAUSE ROT AND DETERIORATION.

D RICHMOND PLAYGROUND — I,700
REPLACE FENCE
PRESENT FENCE IS 6 FT. HIGH. THIS SHOULD BE EXTENDED TO 12 FT. TO PROTECT ADJACENT PROPERTY. THERE ARE MANY COMPLAINTS FROM ADJACENT NEIGHBORS BECAUSE OF PROPERTY DAMAGE.

E FLEISHHACKER POOL — 4,600
REMOVE WELL HOUSE AND CONSTRUCT NEW PUMP HOUSE
REPLACE WOODEN FRAME STRUCTURE WITH A CEMENT BLOCK BUILDING APPROXIMATELY 10' X 14'. PRESENT STRUCTURE IS BURIED IN A SIDE HILL AT THE BACK OF THE BUILDING FOR ABOUT 4 FEET. THE WALLS ARE COMPLETELY ROTTED OUT.

F FLEISHHACKER PLAYFIELD — 9,000
REPLACE HEATING AND VENTILATING SYSTEM IN MOTHERS' BUILDING
THIS BUILDING IS HEATED ELECTRICALLY, WITH AN INSTALLED CAPACITY OF 38 KW. THE ANNUAL COST OF ELECTRICTY IS $2,606. BY INSTALLING 2-100 MBTU/HR. GAS-FIRED FURNACES IN THE ATTIC STORAGE SPACE, THE SAME AMOUNT OF HEAT, PLUS THE ELECTRICITY REQUIRED FOR MOTORS, LIGHTS AND MISCELLANEOUS APPLIANCES, COULD BE PURCHASED FOR $760 ANNUALLY. THIS REPRESENTS AN ANNUAL SAVING OF $1,826 IN OPERATING EXPENSES. HIGH PRESSURE GAS IS AVAILABLE AT THE ZOO SERVICE BUILDING AND AT THE POOL HEATING PLANT.

G GOLDEN GATE PARK-CONSERVATORY — 20,000
REPLACE LATH HOUSE BENCHES, FOOTINGS AND WALKS
THIS LATH HOUSE IS NECESSARY FOR THE PROTECTION OF PLANTS GROWN FOR DISPLAY AND HAS NO FOOTINGS UNDER WALLS OR BENCHES. CONCRETE BULKHEADS AND WALKS SHOULD BE INCLUDED FOR EACH BENCH, AS THIS HOUSE IS CONSTRUCTED ON A SIDE HILL.

H J.D. RANDALL JR. MUSEUM — $ 10,000
CONVERT BOILERS FROM OIL TO GAS
PRESENT FIRING SYSTEM DOES NOT HAVE ENOUGH STACK DRAFT FOR PROPER COMBUSTION. THIS RESULTS IN DIRTY BOILERS AND UPTAKES WHICH CAUSE FIRE OR EXPLOSION. ALSO, THERE IS TOO MUCH OUTAGE TIME BECAUSE OF EXCESSIVE MAINTENANCE. PRESENT SYSTEM RENDERS VERY POOR HEATING SERVICE. PRESENT FUEL LINES FROM OIL TANK TO BOILERS ARE IN POOR CONDITION AND WOULD BE COSTLY TO REPLACE.

I NORTH BEACH PLAYGROUND — I,600
REPLACE IRON PICKET FENCE
REPLACE IRON PICKET FENCE WITH CHAIN LINK APPROXIMATELY 500 FT. PRESENT FENCE ADJACENT TO PLAY AREA IS AN OLD IRON PICKET FENCE AND SHOULD BE REPLACED. THIS AREA WAS LEFT OUT OF LAST CONTRACT DUE TO LACK OF FUNDS.

J ALAMO SQUARE — 4,200
RESURFACE WALKS
PAVE 22,500 SQ. FT. OF WALKS. THE WALKS AND GUTTERS HAVE NOT BEEN WORKED ON IN A NUMBER OF YEARS. THEY ARE CRACKED, WORN AND UNEVEN AND REPRESENT A HAZARD TO THE GENERAL PUBLIC. ASPHALTIC CONCRETE CLAY BASE SHOULD BE REPLACED WITH CRUSHER RUN BASE.

K ALTA PLAZA — 8,300
REPLACE WALKS
WALKS ARE UNEVEN, CRACKED AND WORN AND CREATE A HAZARD TO THE PUBLIC.

L LAFAYETTE SQUARE — B,300
REPLACE WALKS
WALKS ARE WORN, CRACKED AND UNEVEN. THEY ARE A POSSIBLE HAZARD TO THE PUBLIC.

A J.D. RANDALL JR. MUSEUM — $ 6,600

REPLACE GRIT CATCHER, GLASS DOORS; EXTEND OFFICE PARTITIONS, ETC.

REPLACE PRESENT GRIT CATCHER WITH A LARGE 8 - 10 GALLON SIZE IN POTTERY ROOM. PRESENT GRIT CATCHER (ABOUT ONE GALLON SIZE) IS INADEQUATE, CONSTANTLY OVERFLOWING, AND REQUIRES CONSTANT ATTENTION.
REPLACE PRESENT GLASS DOORS WITH DUST-PROOF GLASS DOORS (4 DOORS 3'6" X 8'). THE FINE EXHIBITS THAT ARE NOW BEING INSTALLED AT THE JUNIOR MUSEUM SHOULD BE PROTECTED AGAINST DUST, DIRT AND INSECTS.
EXTEND TWO OFFICE WALLS TO THE CEILING TO INSULATE THE OFFICE FROM NOISE OF MUSEUM AND TO ELIMINATE ANIMAL ODORS ORIGINATING IN EXHIBIT ROOM.
PROVIDE A 220 VOLT ELECTRIC CIRCUIT TO THE CERAMICS ROOM TO PROVIDE POWER FOR ELECTRIC KILN DONATED TO THE MUSEUM.
INSTALL ADDITIONAL STORAGE SHELVES IN THE KITCHEN AND UPSTAIRS STOREROOMS TO PR VIDE MORE SYSTEMATIC STORAGE OF MUSEUM EXHIBITS, SUPPLIES AND EQUIPMENT. AT PRESENT STORAGE EQUIPMENT IS PACKED IN BOXES PILED ON TOP OF EACH OTHER AND ON THE FLOOR.
INSTALL COUNTER-TYPE TABLE WITH FORMICA TOP WITH SHELVES AROUND SIDE AND FRONT OF CERAMICS KILN. THIS COUNTER WILL NOT ONLY PROVIDE NEEDED WORKING AND STORAGE SPACE, BUT MORE IMPORTANT IT WILL SEPARATE THE CHILDREN'S WORK AREA FROM THE KILN THEREBY SAFE-GUARDING THE CHILDREN AGAINST ACCIDENTAL BURNS.
REPLACE FORMICA SINK TOPS IN ANIMAL ROOM, BIOLOGY ROOM AND LAPIDARY ROOM. THE CONDITION OF THESE SINKS IS UNSIGHTLY AND EXTREMELY UNSANITARY. THE WOOD FRAMEWORK IS ROTTING AND THE CONDITION DRAWS FLIES AND CAUSES BAD ODORS. THESE SINKS ARE USED FOR CUTTING AND PREPARING ANIMAL FOODS, WASHING LABORATORY EQUIPMENT, CLEANING AQUARIUMS, DRAWING WATER AND MANY OTHER PURPOSES.

B CIVIC CENTER PLAZA — 8,500

CONTINUOUS FILTRATION FOR POOL

PROVIDE CONTINUOUS FILTRATION BY ALTERING THE BUBBLER CIRCUIT TO THE FILTERS AND THE ELECTRIC CONTROLS SO AS TO PERMIT CONTINUOUS OPERATION. PROTECT PUMPS WITH AUTOMATIC SHUTDOWN PROTECTION AGAINST SERIOUS DAMAGE TO BEARINGS AND SEALS FROM THE CUTTING OFF OF WATER BY FLOATING TRASH FOULING THE GRATING AT THE ENTRANCE TO THE SUCTION PIPES.

C LAUREL HILL PLAYGROUND — 1,500

EXTEND FENCE

EXTEND AND RAISE FENCE ON SOUTH SIDE OF PLAYGROUND FROM CLUBHOUSE NORTH TO WEST END OF BUILDING ON PRIVATE PROPERTY ABUTTING PLAYGROUND. (APPROXIMATELY 6' HIGH AND 80' LONG). THIS WILL PREVENT BALLS FROM GOING INTO NEIGHBOR'S GARDEN, AND WILL KEEP CHILDREN FROM TRESPASSING AND DAMAGING PRIVATE PROPERTY.

D FLEISHHACKER POOL — $ 7,500

REHABILITATE AND PAINT CONVENIENCE STATION

THE MARBLE STALLS ARE BROKEN; PIPING IS TOO SMALL TO SUPPLY FIXTURES. BUILDING IS BADLY IN NEED OF REPAIR AND PAINTING, AND ALL SCREENS HAVE RUSTED OUT. REPLACE 12 TOILETS, 6 URINALS AND 2 BASINS. THIS FACILITY IS VERY HEAVILY USED BY PERSONS VISITING THE ZOO.

E BERNAL PLAYGROUND — 5,400

RECONSTRUCT ACOUSTICAL CEILING

PRESENT CEILING IS ON FURRING STRIPS WITHOUT BACKING AND BASKETBALLS BREAK THROUGH TILES. ALL ACOUSTICAL TILES ON CEILING ARE BROKEN.

F FLEISHHACKER POOL — 18,400

REPLACE FENCE FABRIC AND POSTS

FENCE EXTENDS ALONG BOTH SIDES OF MAIN ENTRANCE TO BATHHOUSE BUILDING ALONG GREAT HIGHWAY. THE ENTIRE EXTERIOR OF THE ZOOLOGICAL GARDENS AND PLAYFIELD HAS HAD NEW FENCING EXCEPT THIS SECTION. THE SALT FOG AND BLOWING SAND HAVE DESTROYED THE FABRIC.

G ROSSI PLAYGROUND — 7,500

RESURFACE TWO TENNIS COURTS

SURFACE IS BADLY WORN AND CRACKED. RESURFACE 14,000 SQ. FT., APPLY WEARCOAT AND RELINE.

H RICHMOND PLAYGROUND — 5,600

REPAVE PLAY AREA

REPAVE PLAY AREA TO PROTECT BASE APPROXIMATELY 30,000 SQ. FT. RESURFACE WITH LAYKOLD WEAR-COAT.

I ROCHAMBEAU PLAYGROUND — 2,300

REPLACE FABRIC ON FENCE AND REMOVE WOODEN FENCE

FABRIC IS BEYOND REPAIR AND ITS CONDITION RESULTS IN CRITICISM FROM THE PUBLIC.

J BUENA VISTA PARK — 4,800

REPLACE PORTION OF IRRIGATION LINE

REPLACE APPROXIMATELY 600' 2" LINE STARTING APPROXIMATELY 100' NORTH OF DUBOCE STREET ON BUENA VISTA EAST. REPLACE APPROXIMATELY 600' 1½" LINE WITH 2" PIPE STARTING FROM WATER METER OPPOSITE UPPER TERRACE AND CONNECT TO PRESENT 2" LINE AT FREDERICK STREET. INSTALL TEES AND REPLACE QUICK COUPLER VALVES AT PRESENT LOCATION.
INSTALL ONE 2" WATER METER AND REPLACE APPROXIMATELY 500' OF LINE TO CONVENIENCE STATION.
THE ABOVE OLD WATER LINES WERE NOT REPLACED IN THE LAST CONTRACT, AND DUE TO THE CONDITION OF THESE PORTIONS OF THE WATER LINES AND THE INADEQUATE SIZE OF PIPELINES, PROPER COVERAGE IS IMPOSSIBLE WHEN IRRIGATION IS DONE AND THE TOILETS CANNOT BE FLUSHED PROPERLY.

A GOLDEN GATE PARK-NURSERY — $41,000
REPLACE GREENHOUSE
PRESENT STRUCTURE NOW INACTIVATED BECAUSE OF ROT. STRUCTURE OVER 40 YEARS OLD. SASH BARS WERE REMOVED FOR REPLACEMENT, BUT WORK STOPPED WHEN STRUCTURE PROVED BEYOND REPAIR.

B GOLDEN GATE PARK-NURSERY — 4,000
RECONSTRUCT LATH SHELTER
THIS PROJECT IS NECESSARY FOR THE PROTECTION OF SHADE TOLERANT PLANTS UNTIL THEY BECOME LARGE ENOUGH FOR USE IN LANDSCAPE AREAS.
THIS WILL BE A LATH SHELTER OPEN ON ONE SIDE. NO GATES OR DOORS.
TO REPLACE A FRAME STRUCTURE THAT COLLAPSED FROM AGE AND STORM DAMAGE.

C ROLPH PLAYGROUND — 33,200
REHABILITATE FIELDHOUSE
THIS IS AN OLD, POORLY ARRANGED BUILDING. PLUMBING IS IN POOR CONDITION AND INADEQUATE. CONTAINS APPROXIMATELY 1200 SQ. FT. THE PRESENT ATHLETIC PROGRAM FOR THE TWO ADJACENT NIGHT SOFTBALL DIAMONDS REQUIRE DRESSING ROOMS AND SHOWERS. THE MAIN ROOM SHOULD BE ENLARGED TO ACCOMMODATE INDOOR PROGRAMS CONDUCTED BY WOMAN DIRECTOR FOR CHILDREN AND SENIOR CITIZENS.

D BAYVIEW PLAYGROUND — 3,800
RESURFACE AND RELINE COURTS
THESE ARE THE ONLY TENNIS AND VOLLEYBALL COURTS IN THE BAYVIEW DISTRICT. THEY ARE NOW BEING USED A GREAT DEAL AND NEED RESURFACING FOR THE SAFETY OF THE PLAYERS AND TO ENCOURAGE MAXIMUM USE.

E NORTH BEACH PLAYGROUND — 10,600
REPAIR AND RESURFACE PLAY AREA
REPAIR AND RESURFACE PLAY AREA APPROXIMATELY 56,500 SQ. FT. FILL CRACKS AND LEVEL UP THE SURFACE; RESURFACE WITH WEAR COAT AND LINE.

F ROLPH PLAYGROUND — 9,900
RESURFACE COURTS AND WALKS
THE SURFACE NEEDS A PROTECTIVE COAT OF MATERIAL TO PROTECT THE BASE AND PREVENT FUTURE COSTLY REPAIRS. CUT OUT AND FILL CRACKS. SURFACE WITH WEAR COAT AND RELINE.

G ARGONNE PLAYGROUND — 5,600
RESURFACE PLAY AREA
PRESENT SURFACE REQUIRES WEARCOAT AND LINES ONLY. THIS WILL PROTECT BASE FROM COSTLY DAMAGE.

H MOUNTAIN LAKE PARK — $15,000
RESURFACE TENNIS COURTS
BASE OF COURT AREA IS BADLY DAMAGED CAUSING A ROUGH AND CRACKED SURFACE WITH MANY DEPRESSIONS. THESE COURTS CONTAIN APPROXIMATELY 30,000 SQ. FT. OF SURFACE AREA.

I LAFAYETTE PARK — 3,800
RESURFACE COURTS
THESE COURTS ARE IN POOR CONDITION. RESURFACING WILL ALLOW CONTINUANCE OF THE TENNIS PROGRAM AT THIS UNIT AND INCREASE THE USE OF THE PARK.

J CABRILLO PLAYGROUND — 4,000
REPLACE FABRIC ON FENCE
HOLES IN FENCE MAKE IT IMPOSSIBLE TO PREVENT ACCESS TO THE GROUNDS DURING THE TIME THIS UNIT IS CLOSED.

K SOUTH SUNSET PLAYGROUND — 2,100
EXTEND HEIGHT OF FENCE
EXTEND HEIGHT OF FENCE ANOTHER TWENTY FEET (20') ALONG 40TH AVENUE, SPECIFICALLY, THAT AREA ALONG THE LEFT FIELD SIDE OF DIAMOND #1, SO AS TO STOP SOME OF THE FAIR AND FOUL BALLS HIT FROM THAT DIAMOND. NEIGHBORS ON 40TH AVENUE ARE CONSTANTLY COMPLAINING OF BALLS HITTING THEIR HOMES. AUTOMOBILE TRAFFIC AND PEDESTRIANS ARE IN DANGER OF BEING HIT BY BASEBALLS DURING GAMES.

L GOLDEN GATE PARK-TENNIS COURTS — 6,500
INSTALL UNDERGROUND ELECTRICAL SERVICE TO BUILDING
PRESENT SERVICE IS OVERHEAD AND ON TEMPORARY WOODEN POLES. SERVICE RUNS BETWEEN TREES WHICH COULD BECOME HAZARDOUS.

M ACADEMY OF SCIENCES-NORTH AMERICAN HALL — 33,000
REPLACE ROOF STRUCTURE
THERE IS AN IMMEDIATE NEED FOR EXTENSIVE ROOF REPAIR, INCLUDING THE ELIMINATION OF SKYLIGHTS TO PREVENT LEAKS CAUSING RUST AND CORROSION TO STRUCTURAL STEEL WHICH ENDANGER THE BUILDING'S VALUABLE CONTENTS. DEPARTMENT OF PUBLIC WORKS' ARCHITECT AND ENGINEERS RECOMMEND REPLACING ENTIRE PRESENT COMPLICATED ROOF STRUCTURE WITH NEW LIGHT WEIGHT CONCRETE OR GYPSUM SLAB ROOF AND WATERPROOFING BUILDING WALLS AT NEEDED POINTS. THIS WORK SHOULD BE DONE AS SOON AS POSSIBLE TO PREVENT FURTHER DETERIORATION OF THE BUILDING AND AVOID HIGHER COSTS LATER ON.

A ACADEMY OF SCIENCES-AFRICAN HALL — $20,000
REPLACE SKYLIGHTS AND REPAIR ROOF
ROOF NEEDS A NEW COATING; SKYLIGHT FLASHING NEEDS RECONSTRUCTION, AND SKYLIGHTS THEMSELVES SHOULD BE REPLACED WITH THOSE OF MODERN LEAK-PROOF DESIGN. THIS WORK IS NECESSARY TO PREVENT POSSIBLE EXTENSIVE DAMAGE TO BUILDING CONTENTS AND SHOULD BE DONE AS SOON AS POSSIBLE TO AVOID MORE EXTENSIVE AND MORE COSTLY REPAIRS LATER. THE BUILDING WAS CONSTRUCTED IN 1931 AND CONTAINS VALUABLE DISPLAYS (DIORAMAS) OF AFRICAN ANIMALS, THE COLLECTIONS AND LIBRARIES OF THREE RESEARCH DEPARTMENTS, LABORATORIES, OFFICES, ETC.

B ACADEMY OF SCIENCES-AQUARIUM — 7,000
REPLACE FLOORS
PLANS AND SPECIFICATIONS FOR THIS WORK WERE INCLUDED IN THE AQUARIUM REHABILITATION AS ALTERNATE NO. 3, BUT COULD NOT BE INCLUDED BECAUSE BIDS ON THE MAIN CONTRACT WERE HIGHER THAN HAD BEEN ESTIMATED. THIS ITEM IS FOR THE REGROUTING AND GENERAL REPAIR OF THE 6900 SQUARE FEET OF OLD SOFT TILE IN THE AQUARIUM CORRIDORS WHICH HAS BEEN DAMAGED BY THE MILLIONS OF VISITORS WHO HAVE PASSED THROUGH THE BUILDING IN THE PAST 39 YEARS. PRESENT TILE IS A SAFETY HAZARD BECAUSE OF THE UNEVEN WEAR ON INDIVIDUAL TILES AND A LOSS OF GROUTING BETWEEN THE TILES. ACCIDENTS HAVE OCCURRED BECAUSE OF SLENDER SPIKE HEELS BEING CAUGHT IN THE CRACKS OF THE FLOOR. ADEQUATE CLEANING IS IMPOSSIBLE ON THE PRESENT FLOOR SURFACE. ALSO INCLUDED IS REPLACEMENT OF THE VIEWING STEPS IN FRONT OF EACH TANK.

C ACADEMY OF SCIENCES-NORTH AMERICAN HALL — 8,000
INSTALL TEMPORARY CORRIDOR
BUILD A TEMPORARY CORRIDOR THROUGH THE OLD AUDITORIUM TO PROVIDE PUBLIC ACCESS FROM STEINHART AQUARIUM INTO THE MAIN EXHIBIT AREAS OF NORTH AMERICAN HALL. AQUARIUM RECONSTRUCTION, NOW UNDER WAY, PROVIDES A NEW EXHIBIT CORRIDOR TO THE REAR ENTRANCE OF NORTH AMERICAN HALL. THERE IS IMMEDIATE NEED TO CONTINUE THIS ACCESS CORRIDOR THROUGH THE OLD AUDITORIUM INTO THE NORTH AMERICAN BIRD HALL TO MAKE IT POSSIBLE FOR MUSEUM VISITORS, ESPECIALLY LARGE GROUPS OF SCHOOL CHILDREN, TO VIEW ALL ACADEMY EXHIBITS WITHOUT THE NEED TO GO OUTSIDE IN INCLEMENT WEATHER, AS THE SITUATION NOW REQUIRES.

ACADEMY PLANS FOR FUTURE CONSTRUCTION AND DEVELOPMENT INCLUDE CONVERTING THE OLD AUDITORIUM INTO A MAIN EXHIBIT HALL, POSSIBLY FEATURING EARTH HISTORY, AND IS THE AREA CONSIDERED FOR A DINOSAUR SKELETON AND OTHER INTERESTING FOSSIL REMAINS. THE PRESENT PROPOSAL IS FOR A RELATIVELY INEXPENSIVE CORRIDOR, LINED WITH SMALL ATTRACTIVE EXHIBITS, ALL OF WHICH CAN BE REMOVED WITH A MINIMUM OF EXPENSE AND EFFORT WHEN FUNDS ARE AVAILABLE TO THE ACADEMY FOR CREATION OF A MAJOR EXHIBIT HALL IN THIS AREA.

RECONSTRUCTION AND REPLACEMENTS

ZOO DIVISION

D SAN FRANCISCO ZOO — $ 3,800
REPLACE REFRIGERATION SYSTEM
REPLACE EXISTING REFRIGERATION SYSTEM COMPRESSOR AND 2 CONDENSING UNITS IN EACH OF THE WALK-IN BOXES, 500 CU. FT. EACH. THE TEMPERATURE IS MAINTAINED AT 35 DEGREES F TO 45 DEGREES F. THE EQUIPMENT IS NEEDED TO KEEP THE ANIMALS' FOOD AT A PROPER AND SAFE STORAGE TEMPERATURE FOR THE HEALTH OF THE ZOO ANIMALS. THE PRESENT SYSTEM IS OBSOLETE AND HAS DETERIORATED TO A POINT WHERE REPAIRS ARE EXTENSIVE AND VERY COSTLY. THE NEW SYSTEM WILL ALLOW FOR ECONOMY AND EFFICIENCY IN THE STORAGE OF THE ANIMALS' FOOD BY MAINTAINING A PROPER REFRIGERATION TEMPERATURE.

E SAN FRANCISCO ZOO — 12,000
CONTINUE PAVING OF WALKS
THESE OLD ROADS AND PATHS ARE WEARING AWAY AND DANGEROUS HOLES ARE FORMING. THIS CREATES A SERIOUS HAZARD. PATCH WORK AND FILLING OF HOLES HAVE BECOME VERY COSTLY IN BOTH TIME AND MONEY BECAUSE OF THE VOLUME OF WORK NECESSARY TO KEEP THE PREMISES SAFE FOR VISITORS. THE ROADS AND PATHS TO BE REPAVED ARE IN THE PERMANENT SECTIONS OF THE ZOO AND WILL NOT AFFECT THE ZOO MASTER PLAN. THIS IS A CONTINUING PROGRAM TO REPAVE ALL PAVED AREAS IN THE ZOO TO KEEP THEM IN PROPER CONDITION.

F SAN FRANCISCO ZOO — 10,000
REPLACE FABRIC ON PERIMETER AND PADDOCK FENCES AND CAGES
FABRIC AND GATES ARE RUSTED AND WEAK, AND HOLES ARE BEGINNING TO APPEAR. THIS CONDITION MAKES IT A DANGEROUS SITUATION FOR VISITORS TO THE ZOO. THERE IS POSSIBILITY THAT ANIMALS MAY BREAK THROUGH THE WEAKENED FENCES AND GATES AND CAUSE SERIOUS INJURY TO VISITORS OR EVEN THE LOSS OF VALUABLE ANIMALS. THE AREAS TO BE FENCED ARE THOSE WHICH ARE PERMANENT AND WILL NOT AFFECT THE ZOO MASTER PLAN. THIS IS A CONTINUING REPLACEMENT PROGRAM TO KEEP ALL FENCES AND CAGES IN SAFE AND ADEQUATE REPAIR.

G SAN FRANCISCO ZOO — 14,900
REHABILITATE HEATING AND VENTILATING SYSTEM IN LION HOUSE AND REPROOF HEATING UNIT IN AVIARY
HEATING SYSTEM IN BASEMENT OF LION HOUSE SHOULD BE REVAMPED. THE BURNERS SHOULD BE CHANGED FROM WALL SIDE TO BASEMENT SIDE OF THE FURNACES. AT PRESENT THE BURNERS ARE NOT WORKING AS THEY CANNOT BE SERVICED. THIS WILL REQUIRE CHANGING OF BURNERS OR MOVING FURNACES 3 FEET. AVIARY HEATING UNIT BURNED OUT AND SHOULD BE REPLACED. UNDERGROUND DUCTS SHOULD BE CHECKED AND REPAIRED IF NECESSARY.

A SAN FRANCISCO ZOO — $ 8,400
REPLACE CABLE FROM SEWAGE PLANT SWITCHBOARD TO MONKEY ISLAND
A DEAD GROUND WAS DETECTED ON THIS BUS AND TRACED TO THE NORTH FEEDER, CENTER LEG ON THE SWITCH, AND LOCALIZED BETWEEN THE SWITCH AND THE MANHOLE TO THE WEST OF MONKEY ISLAND. THIS CONDITION SHOULD BE RECTIFIED, AS IT UNDULY STRESSES THE INSULATION ON THE OTHER TWO-PHASE WIRES IN THE CONDUITS, TRANSFORMERS, MOTOR SLOTS, ETC. THE GROUNDING OF ANOTHER PHASE WIRE WILL RESULT IN AN UNSCHEDULED SHUTDOWN OF A PART OR ALL OF THE ZOO. AT THE PRESENT TIME THERE ARE SEVERAL BURNS ON THE FACE OF THE MAIN SWITCHBOARD, EVIDENTLY CAUSED BY THE ARCS FROM BLOWING FUSES OR SWITCH OPERATIONS. THIS CONDITION REPRESENTS AN EXTREME HAZARD TO EQUIPMENT AS WELL AS PERSONNEL.

THE FIRST PULLBOX IS 160 FEET WEST OF THE SEWAGE PLANT AND CONTAINS THREE LEAD-WIPED SPLICES. THE DISTANCE BETWEEN THIS PULLBOX AND THE MANHOLES AT MONKEY ISLAND IS 400 FEET. THIS MANHOLE HAS A SECTIONALIZING SWITCH, WHICH WHEN OPENED FOR TESTING SHOWED THAT THE GROUND EXISTED BETWEEN IT AND THE FEEDER SWITCH. IT WILL BE NECESSARY TO OPEN THE SPLICE IN THE FIRST PULLBOX IN ORDER TO FURTHER LOCALIZE THE TROUBLE. GROUND DETECTOR SHOULD BE INSTALLED ON THE MAIN BUS OF THIS SWITCHBOARD.

A GROUND ON ANY PART OF THE 440 VOLT SYSTEM AFFECTS ALL OF THE CONNECTED EQUIPMENT AT THAT VOLTAGE. TRANSFORMER ISOLATION WILL PROVIDE PROTECTION FOR THE 110 AND 220 VOLT EQUIPMENT IN THE VARIOUS BUILDINGS.

B SAN FRANCISCO ZOO — 2,100
REPLACE FIVE CHECK VALVES ON DISCHARGE LINES
THE PRESENT VALVES HAVE BEEN REPAIRED MANY TIMES AND AT MUCH EXPENSE AND STILL DO NOT PERFORM THEIR PROPER FUNCTION. THESE VALVES PREVENT THE BACK FLOW OF SEWAGE AFTER BEING PUMPED, WHICH CAUSES THE PUMP TO OPERATE MORE FREQUENTLY THAN IS NECESSARY. THIS BACK FLOW ALSO DAMAGES THE PUMPS BY CAUSING PARTS TO UNSCREW DUHING OUTAGE AND CAUSES SANITATION PROBLEMS.

RECONSTRUCTION AND REPLACEMENTS

RECREATIONAL UNITS

C HARDING PARK GOLF COURSE — 24,400
RESURFACE ENTRANCE ROAD
PRESENT ROAD SURFACE IS BADLY RIDGED OR CORDUROYED, HENCE VERY BUMPY. A CAR TRAVELLING A BIT FAST COULD GO OUT OF CONTROL AND END UP IN LAKE MERCED. THE REASON FOR THIS CONDITION IS DUE TO WATER FROM SPRINKLERS HITTING THE ROADWAY, PENETRATING THE CRACKED SURFACE AND SOFTENING THE INSUFFICIENT BASE. THE REMEDY IS TO PROVIDE A NEW BASE, AT LEAST (CONTINUED)

6 INCHES OF CRUSHER RUN BASE, WITH 2" OF HOT ASPHALT SURFACE, AND PROPER GUTTERS THAT WOULD DRAIN BACK ON THE TURF. THE OLD SURFACE AND BASE SHOULD BE REMOVED AS THE RED ROCK USED IN THE BASE HAS DECOMPOSED TO SUCH A CONDITION AS TO RENDER IT USELESS AS A GOOD ROAD BASE.

CONSTRUCT HEART REDWOOD HEADERS THROUGHOUT WITH SUPER ELEVATIONS ON THE TURNS AND A CROWNED CENTER ON THE STRAIGHTAWAYS.

D KEZAR STADIUM AND PAVILION — $24,700
RESURFACE PARKING ARE AND REPLACE SIDEWALK LIGHTS
THE PARKING AREA IS IN VERY POOR CONDITION AND MUST BE PATCHED CONTINUALLY THROUGHOUT THE YEAR. THIS IS DUE TO A WEAKENED BASE WHICH WASHES AWAY DURING INCLEMENT WEATHER. HOLES APPEAR ON THE SURFACE AND CREATE A SAFETY HAZARD. AS A LARGE PROPORTION OF THE EVENTS ARE HELD AT NIGHT, PERSONAL INJURIES ARE HIGHLY PROBABLE. THE SKYLIGHTS OVER THE PLAYERS' TUNNEL ARE WEAK. SEVERAL HEAVY VEHICLES HAVE FALLEN THROUGH, CAUSING HEAVY PROPERTY DAMAGE.

E KEZAR PAVILION — 3,800
REPLACE LINES IN BOILER ROOM
THE PRESENT BLACK IRON PIPES ARE BADLY RUSTED OUT AND PRESENT A CONSTANT MAINTENANCE PROBLEM TO THE DEPARTMENT.

BUILDINGS, STRUCTURES AND IMPROVEMENTS

GENERAL DIVISION

F YACHT HARBOR — 274,500
CONSTRUCT NEW PARKING AREA AND REPAVING OF EXISTING ROADS
IN CONJUNCTION MONEYS ALREADY SET UP IN THE 1961-62 BUDGET, THIS REQUEST WILL COMPLETE THE AMOUNT NEEDED TO PAVE CERTAIN ROADS AND PATHS SERVING THE MARINA YACHT HARBOR AND TO PROVIDE ADDITIONAL AUTO PARKING SPACE AS PROVIDED IN THE ARTHUR D. LITTLE INC. FEASIBILITY REPORT PRODUCED TO INSURE THE LOAN OF $1,500,000 FROM STATE SMALL CRAFTS HARBOR COMMISSION. AN INCREASE FROM $101,000 TO $274,500 IS NECESSARY BECAUSE THE PRELIMINARY PLANS, AS COMPARED TO THE PRELIMINARY STUDY, PROVIDE A MORE EFFICIENT LAYOUT OF THE AUTO PARKING SPACE, WHEREIN ADDITIONAL CARS CAN BE PARKED, BUT ADDITIONAL SQUARE FOOTAGE OF PAVEMENT MUST BE LAID.

C SUNNYSIDE PLAYGROUND — 175,000
CONSTRUCT NEIGHBORHOOD PLAYGROUND
MONEYS WERE APPROPRIATED IN THE 1961-62 BUDGET TO PURCHASE THE NECESSARY LAND FOR A SMALL NEIGHBORHOOD PLAYGROUND. ALL STUDIES MADE BY THE PLANNING COMMISSION AND THE RECREATION AND PARK DEPARTMENT INDICATE THE SERIOUS NEED FOR A PLAYGROUND AT THIS LOCATION. THIS IS A HEAVILY POPULATED AREA WHERE NO PLAYGROUND EXISTS.

Form 4150

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission RECREATION & PARK

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A DIAMOND HEIGHTS — $625,000

CONSTRUCT TWO PLAYGROUNDS

PLAYGROUND 1 - LOCATED IN THE NEIGHBORHOOD CENTERS TO THE SOUTH OF VETERANS BLVD. AND DUNCAN ST.; 5½ ACRE NEIGHBORHOOD PLAYGROUND CONSISTING OF A SOFTBALL DIAMOND, TENNIS, BASKETBALL AND VOLLEYBALL COURTS, A MOTHERS' AREA (SANDBOX, SWINGS, ETC.), FIELDHOUSE, ETC.

PLAYGROUND 2 - WILL BE A SMALL NEIGHBORHOOD PLAYGROUND CONSISTING OF 3½ ACRES AND SIMILAR TO PLAYGROUND 1, EXCEPT THAT THE NUMBER OF FACILITIES WILL BE REDUCED ACCORDINGLY. THESE RECREATIONAL FACILITIES ARE PART OF THE CITY'S SHARE OF THE GRANTS-IN-AID JUSTIFYING FEDERAL ASSISTANCE.

THE DIAMOND HEIGHTS REDEVELOPMENT AREA WILL HAVE A HIGH DENSITY OF OCCUPANCY, WITH A GREAT MANY CHILDREN. PLAYGROUNDS OF THIS NATURE ARE HIGHLY DESIRABLE FOR A MODERN, UP-TO-DATE NEIGHBORHOOD OF THIS KIND.

B WESTERN ADDITION — 450,000

DEVELOPMENT OF PHASE I

A RECREATION AREA WILL BE REQUIRED IN THIS SECTION WHEN DEVELOPMENT HAS CONVERTED IT INTO A HIGH DENSITY SECTION OF THE CITY. THIS IS PARTICULARLY TRUE BECAUSE THE AREA OF HAMILTON PLAYGROUND IS BEING REDUCED SO THAT THERE WILL BE ONLY A MOTHERS' SECTION (SANDBOX, SWINGS, ETC. FOR SMALL CHILDREN) ALONG WITH A TENNIS COURT AND A BASKETBALL COURT AND A SMALL TURFED AREA FOR FREE PLAY FOR SMALL CHILDREN. THIS REDUCTION HAS BEEN CAUSED BY THE WIDENING OF GEARY STREET AND POST STREET. THE CLOSEST LARGE RECREATION AREA OF THIS NATURE IS FUNSTON, OVER A MILE TO THE NORTH, AND MARGARET HAYWARD, OVER ONE-HALF MILE TO THE EAST.

THE 2 BLOCKS (706 and 727) WILL BE DEVELOPED INTO ONE LARGE PLAYGROUND AFTER O'FARRELL STREET IS CLOSED BETWEEN PIERCE AND STEINER STREETS. THE PLAYGROUND WILL CONTAIN SUFFICIENT AREA FOR MULTIPLE USE FOR SUCH SPORTS AS BASEBALL, SOFTBALL, SOCCER AND OTHER HIGH ORGANIZATION GAMES. THERE PROBABLY WILL BE CONCRETE BLEACHERS, WITH OFFICES, LAVATORIES AND SHOWER ROOMS TO SERVICE THIS AREA UNDERNEATH BLEACHERS. THIS PLAYGROUND WILL BE SIMILAR IN MANY RESPECTS TO FUNSTON PLAYGROUND.

C SAN FRANCISCO ZOO — 90,000

CONSTRUCT NEW GROTTO FOR ORANGUTANS

PRESENT ENCLOSURE INADEQUATE TO HOLD ANIMALS AND IS BECOMING DANGEROUS. GROTTOES ARE SAFER AND LESS EXPENSIVE TO MAINTAIN. THIS IS THE ONLY PROPER AND SAFE WAY TO KEEP THE LARGER APES.

D SAN FRANCISCO ZOO — $21,000

LOCATE AND MAP UNDERGROUND CONDUITS, PIPES, SEWERS, ETC.

LOCATE THE UNDERGROUND CONDUITS, PIPES, SEWERS, ETC., WITHIN THE ZOO AND PLACE LOCATION ON THE ZOO MAP. THIS WILL REQUIRE ESTABLISHING BASE LINES FROM GROUND CONTROLS OF AERIAL SURVEY OF THE ZOO AND TYING IN OR LOCATING THE UTILITY SERVICES, BY COORDINATE SYSTEM, ONCE THEY ARE FOUND IN THE FIELD, TO THESE BASE LINES. SUFFICIENT MONUMENTS AND REFERENCE POINTS ARE TO BE SET TO HOLD BASE LINES FOR FUTURE USE.

E CANDLESTICK PARK — 12,700

INSTALL PROTECTIVE FENCE ON SECOND LEVEL

FENCING IS TO BE PLACED ON RAILING ON SECOND LEVEL TO PREVENT PERSONS OR MATERIAL FROM FALLING FROM UPPER TIER.

F KEZAR STADIUM & PAVILION — 140,000

REMODEL DRESSING ROOMS

PRESENT SPACE IS INADEQUATE FOR PROFESSIONAL FOOTBALL USE. AT TIMES THERE ARE MORE THAN FIFTY PLAYERS ATTEMPTING TO CHANGE CLOTHES AND SHOWER IN EACH SECTION, MAKING IT PRACTICALLY IMPOSSIBLE FOR TRAINERS, COACHES, PRESS, ETC., TO CONDUCT THEIR USUAL ROUTINE DURING AND AFTER THE GAMES. VISITING COACHES HAVE NO QUARTERS AT ALL AND MUST SQUEEZE IN WITH THE PLAYERS. SHOWERS NOW ACCOMMODATE ONLY SIX AT A TIME, WHICH CAUSES ANNOYANCE TO PLAYERS. COMPLAINTS HAVE BEEN NUMEROUS, AND COMPARISONS ARE MADE WITH OTHER CITIES WHERE ADEQUATE FACILITIES ARE PROVIDED.

G GOLDEN GATE PARK — 215,000

CONSTRUCT NEW NINE-HOLE GOLF COURSE

PLAY ON THE 9 HOLES HAS BEEN SO TREMENDOUS THAT AN ADDITIONAL 9 HOLES ARE NEEDED. THERE IS A SHORTAGE OF GOLF COURSES WITHIN THE CITY AND COUNTY. THIS COURSE WILL ALSO BE SELF-SUPPORTING, AS ARE ALL THE GOLF COURSES OPERATED BY THE CITY.

FUNDS FOR PREPARATION OF PLANS FOR THIS COURSE WERE PROVIDED IN THE 1959-60 BUDGET.

H GOLDEN GATE PARK — 28,100

CONSTRUCT CONVENIENCE STATION AND SAND BOX AT 34TH AVENUE AND LINCOLN WAY

THIS PROPOSED PLAYGROUND IS SORELY NEEDED IN THE SUNSET DISTRICT. MOTHERS AND CHILDREN IN THIS AREA HAVE NO PLAY AREA AT ALL. NEAREST PLAYGROUND IS AT 28TH AVENUE AND LAWTON STREET.

I GOLDEN GATE PARK — 25,000

CONSTRUCT CONVENIENCE STATION AT 45TH AVENUE AND LINCOLN WAY

THIS PROPOSED PLAYGROUND IS SORELY NEEDED IN SUNSET DISTRICT. MOTHERS AND CHILDREN IN THIS AREA HAVE NO PLAY AREA AT ALL. EVEN THOUGH A SAND BOX EXISTS, THE LACK OF A CONVENIENCE STATION MAKES USE OF AREA VERY LIMITED. NEAREST PLAYGROUND IS AT 28TH AVENUE AND LAWTON STREET.

A GOLDEN GATE PARK-CHILDREN'S QUARTERS
ENCLOSE MERRY-GO-ROUND — $16,400
INSTALL SASH IN ARCHWAYS BETWEEN COLUMNS TO COMPLETELY ENCLOSE. THIS IS NECESSARY FOR PROTECTION FROM WEATHER AND VANDALISM. THIS REQUEST SUPPLEMENTS THE 1958-59 APPROPRIATION WHICH WAS INSUFFICIENT TO COMPLY WITH THE FIRE AND BUILDING CODES.

B CROCKER AMAZON PLAYGROUND
SCREEN WINDOWS AND DOORS OF GRANDSTAND — 3,000
THE LOCKER ROOMS, SHOWERS, DRESSING ROOMS AND STORAGE SPACE ARE LOCATED UNDER THE BLEACHERS. WINDOWS AND DOORS IN THESE STRUCTURES ARE BEING DAMAGED CONTINUOUSLY AND THE PROPERTIES BURGLARIZED BY VANDALISM DURING THE NIGHT AT UNATTENDED HOURS. SCREENING OF WINDOWS AND DOORS WILL ELIMINATE THIS CONDITION.

C UPPER NOE PLAYGROUND
EXTEND FENCE — 2,700
EXTEND PROTECTIVE FENCING ON EAST SIDE OF PLAYGROUND TO PROTECT NEIGHBORS' PROPERTIES AND PERSONS FROM WINDOW BREAKAGE, PROPERTY DAMAGE AND PERSONAL INJURY.

D COIT TOWER
INSTALL HEATING SYSTEM ON MAIN FLOOR — 2,500
THE PUBLIC SPACE WHERE THE MURALS ARE LOCATED IS UNHEATED. COIT TOWER IS A CONCRETE STRUCTURE AND DURING THE WINTER MONTHS THE WALLS AND CEILING SWEAT, WHICH CAUSES DETERIORATION OF THE MURALS WHICH ARE NOW BEING RESTORED AT CONSIDERABLE EXPENSE.

E CANDLESTICK PARK
CONSTRUCT ADDITIONAL FENCING AND TWO STAIRWAYS — 15,400
FOR PROPER OPERATION OF THE STADIUM AND FOR SECURITY, ADDITIONAL FENCING AND TWO EXTERIOR STAIRWAYS ARE REQUIRED.

F BEACH CHALET SOCCER FIELD
ALTERATIONS TO DRESSING ROOMS AND
ADDITIONAL SOCCER FACILITIES — 13,800
ALTERATIONS TO DRESSING ROOMS IN CONVENIENCE STATION SHOULD BE MADE TO PROVIDE ADDITIONAL FACILITIES FOR USE OF THE SOCCER PLAYERS WHO USE THE FIELD; INTERIOR AND EXTERIOR OF CONVENIENCE STATION AND DRESSING ROOMS SHOULD BE PAINTED. THE INCREASED POPULARITY OF SOCCER HAS INCREASED THE DEMAND FOR THE USE OF THE BEACH FIELD. THE PRESENT DRESSING ROOM FACILITIES ARE INADEQUATE TO HANDLE THE DEMANDS OF THE SOCCER PEOPLE.

ENGINEERING DESIGN WORK, PLANS AND SPECIFICATIONS FOR THIS CONSTRUCTION HAVE BEEN COMPLETED WITH 1960-1961 BUDGET FUNDS. ORIGINALLY, INSUFFICIENT FUNDS WERE REQUESTED IN THE BUDGET TO ACCOMPLISH THE (CONTINUED)

CONTRACT WORK REQUIRED AND DESIGNED.

THIS REQUEST INCLUDES COST OF CONSTRUCTION, CONTRACT MODIFICATIONS AND INSPECTION.

G LINCOLN PARK GOLF COURSE
CONNECT WATER SYSTEM TO WATER DEPARTMENT
MAIN AND INSTALL BOOSTER — $13,000
WATER MUST NOW BE PUMPED FROM NORTH MILL RESERVOIR IN GOLDEN GATE PARK TO LINCOLN PARK GOLF COURSE. THROUGH TRANSMISSION LOSSES THE PRESSURES ARE INADEQUATE FOR THE PROPER IRRIGATION OF THE COURSE, TWO-THIRDS OF WHICH IS NOW PROVIDED WITH AN AUTOMATIC SPRINKLER SYSTEM. THE WATER PRODUCED AT THE NORTH MILL PUMPING STATION AND WELLS IS REQUIRED FOR THE IRRIGATION OF THE WEST END OF GOLDEN GATE PARK, AND DEVELOPMENT OF SOME OF ITS WILD, UNCULTIVATED AREAS.

H LINCOLN PARK GOLF COURSE
COMPLETE RECONSTRUCTION OF IRRIGATION SYSTEM — 50,000
RECONSTRUCTION OF THE AUTOMATIC IRRIGATION IS REQUESTED FOR THAT SECTION NORTH OF EL CAMINO REAL. COMPLETION OF THIS WORK WILL ALLOW THE ENTIRE GOLF COURSE TO BE IRRIGATED AT NIGHT. THE AREA OF THE GOLF COURSE NORTH OF EL CAMINO REAL IS VERY INADEQUATELY IRRIGATED THROUGH THE SYSTEM WHICH WAS ORIGINALLY INSTALLED FORTY OR MORE YEARS AGO. IN RECENT YEARS AN AUTOMATIC SYSTEM WAS INSTALLED ON THE SOUTH SIDE OF EL CAMINO REAL. IN ORDER TO IRRIGATE THE ENTIRE COURSE DURING THE NIGHT, IT IS NECESSARY TO COMPLETE THE PROJECT. THE ENDEAVOR NOT TO INTERFERE WITH GOLFERS DURING THE DAYLIGHT HOURS IS DEFEATED BY THE FACT THAT THE IRRIGATION HAS NOT BEEN COMPLETED.

I PRESIDIO BOULEVARD
INSTALL WATER METERS AT THREE LOCATIONS
ALONG PRESIDIO BOULEVARD — 9,100
PRESENT IRRIGATION SYSTEM IS FED FROM IRRIGATION MAINS IN GOLDEN GATE PARK, WHICH DOES NOT PROVIDE SUFFICIENT PRESSURES IN VOLUME TO ADEQUATELY MAINTAIN THE LANDSCAPE ALONG THIS PARKWAY. THESE CITY MAIN CONNECTIONS WOULD PROVIDE ADEQUATE PRESSURES AND VOLUMES TO IMPROVE THE AREA ALONG THIS MAIN ENTRANCE TO CITY.

J SAN FRANCISCO ZOO
PLANS FOR RELOCATING SERVICE BUILDING AND YARD — 16,000
NEW AREA WILL BE LOCATED ON THE PERIMETER OF THE ZOO, AS PROVIDED IN THE ZOO MASTER PLAN. THIS IS THE PRELIMINARY STEP TO START THE ENLARGEMENT OF THE ZOO. THE PRESENT SERVICE YARD, WHEN MOVED, WILL ALLOW THE CONSTRUCTION OF ADDITIONAL ANIMAL DISPLAY AREAS.

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C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission RECREATION & PARK

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A GOLDEN GATE PARK -NURSERY — $ 9,000
ERECT SARAN SHADE SHELTER
THIS SHELTER IS FOR THE PROTECTION OF CROPS AND BEDDING PLANTS. SINCE THE LATH HOUSE COLLAPSED, THERE HAS BEEN A SHORTAGE OF SHELTERED SPACE. THE REQUESTED SHADE SHELTER WILL INCREASE GROWING CAPACITY WITHOUT THE ADDITION OF MANPOWER.

B GOLDEN GATE PARK-NURSERY — 8,600
INSTALLATION OF GROWING BENCHES
THE PRESENT PROCEDURE OF GROWING SEEDLINGS IN FLATS IS DONE ON THE GROUND. THIS CAUSES THE FLATS TO ROT AND THE ROOTS TO GROW INTO THE GROUND. INSTALLATION OF BENCHES AT PROPER HEIGHT WILL ELIMINATE THE ABOVE CONDITION AND IMPROVE OPERATION ECONOMICALLY.

C VARIOUS PLAYGROUND GYMNASIUMS — 45,300
INSTALL THOMPSON HANGERS
THESE HANGERS WILL BE INSTALLED AT THE FOLLOWING UNITS:

HUNTERS POINT GYMNASIUM	$4,300
SUNSET RECREATION CENTER	8,500
OCEAN VIEW RECREATION CENTER	8,500
ST. MARY'S RECREATION CENTER	8,500
POTRERO HILL RECREATION CENTER	8,500
JOSEPH LEE RECREATION CENTER	7,000

THE HANGERS ARE A DEVICE WHICH MAKES IT POSSIBLE TO LOWER BY CABLE AND PULLEY THE FLOODLIGHTS IN THE BUILDINGS WITH HIGH CEILINGS. THIS PROCEDURE REDUCES MAINTENANCE COST BY ELIMINATING THE NEED FOR A MAINTENANCE CREW, SCAFFOLDING, ETC., JUST TO CHANGE LIGHT GLOBES. THE JANITOR CAN SIMPLY LOWER THE FIXTURES AND INSTALL NEW LAMPS WHEN REQUIRED.

D LARSEN AND ROSSI SWIMMING POOLS — 34,000
INSTALL ACOUSTICAL CEILINGS
PRESENT ACOUSTICS ARE TERRIBLE. THE NOISE IS SO GREAT THAT A PERSON CANNOT HEAR SOMEONE SHOUTING IN HIS EAR. THIS CREATES AN IMPOSSIBLE SITUATION FOR INSTRUCTION OF SWIMMING CLASSES, CONDUCTING OF SWIM PROGRAMS AND PROPER LIFEGUARD PATROL. THIS IS NOT A MATTER OF ESTHETIC VALUES BUT ONE OF PERIODIC SAFETY AND EFFICIENT OPERATION.

E VARIOUS SWIMMING POOLS — 17,000
INSTALL ACOUSTICAL CEILINGS
THIS WORK WILL BE DONE IN CONJUNCTION WITH THE PRECEDING ITEM FOR LARSEN AND ROSSI SWIMMING POOLS. THE INSTALLATION WILL BE MADE AT ONE OF THE FOLLOWING UNITS: GARFIELD POOL, BALBOA POOL, HAMILTON POOL, MC LAREN POOL OR NORTH BEACH POOL (CONTINUED)

THE CAPITAL IMPROVEMENT PROGRAM WHICH ORIGINALLY CALLED FOR $85,000 TO DO THE FIVE POOLS WAS REDUCED TO $17,000 TO DO ONLY ONE WITH THE REMAINING FOUR UNITS BEING TRANSFERRED TO THE FISCAL YEAR 1963-1964 IMPROVEMENT PROGRAM.

F SAN FRANCISCO ZOO — $22,000
INSTALL FILTERS FOR MONKEY ISLAND AND PENGUIN POOLS
THESE POOLS ARE UNSIGHTLY AND UNSANITARY. NON-HEATING FILTERS ARE THE ONLY ANSWER TO IMPROVE THE APPEARANCE AND SANITATION, AND TO ELIMINATE FREQUENT DRAINING AND REFILLING OF POOLS.

G SAN FRANCISCO ZOO — 15,000
REPLACE BIRD CAGES
THIS WILL BE A PERMANENT STRUCTURE AND WILL REPLACE OLD PENS WHICH ARE UNSIGHTLY AND HAVE BECOME VERY INSECURE. THIS PHASE OF DEVELOPMENT CALLS FOR ABOUT 12 PENS AND ABOUT 1,500 SQ. FT.

H GOLDEN GATE PARK-BANDSTAND — 15,000
REPLACE WOOD PLATFORM
PRESENT PLATFORM WILL BE REPLACED WITH A PERMANENT ONE WHICH WILL ACCOMMODATE LARGE DANCE GROUPS AND SERVICES OF LIKE NATURE AND WILL COVER APPROXIMATELY 1,200 SQ. FT. IN AREA. THE EXISTING PLATFORM IS TOO SMALL AND BEING MADE OF WOOD, IS DETERIORATING VERY RAPIDLY. THE NEW PLATFORM WILL BE DESIGNED TO CONFORM WITH PRESENT ARCHITECTURE OF THE CLAUS SPRECKELS' GIFT, WHICH WAS DEDICATED IN 1900.

I GILMAN PLAYGROUND — 40,000
REHABILITATE AND EXTEND PLAYGROUND
REVAMP BASEBALL FIELD SIZE TO INCLUDE PRESENT UNUSED AREA. INSTALL MESH FENCE COMPLETELY AROUND PARK.
THIS PLAYGROUND IS ADJACENT TO PARKING LOT AT CANDLESTICK PARK. LAND EXCHANGES DURING THE CONSTRUCTION OF STADIUM INCREASED LAND AREA FOR THIS PLAYGROUND. THIS SMALL PLAYGROUND IN A HEAVILY POPULATED SECTION OF MIDDLE, LOW INCOME FAMILIES COULD THEN HAVE A BASEBALL DIAMOND AND ATHLETIC FIELD.

J SOUTH PARK — 60,000
CONSTRUCT CONVENIENCE STATIONS AND PLAYGROUND
CONSTRUCT SET OF CONVENIENCE STATIONS TO ALSO INCLUDE ROOM FOR DIRECTOR'S OFFICE AND STORAGE SPACE. ALSO CONSTRUCT VOLLEYBALL AND BASKETBALL COURTS.
THIS PROJECT WILL PROVIDE A TINY TOT PLAY AREA IN A CROWDED PART OF THE CITY. POOR PEOPLE IN A POOR ENVIRONMENT, SENIOR CITIZENS WITH LITTLE OR NO MEANS ALSO NEED THIS PARK AS AN OPEN BREATHING SPACE. PLANS INCLUDE A SMALL SHELTER FOR OLDER PEOPLE.

A GOLDEN GATE PARK-WAREHOUSE
INSTALL AUTOMATIC SPRINKLER SYSTEM — $11,300
INSTALLATION OF AN AUTOMATIC SPRINKLER SYSTEM IN THE DEPARTMENT'S WAREHOUSE IN GOLDEN GATE PARK IS REQUIRED BY SECTION 4007 OF THE SAN FRANCISCO BUILDING CODE.

B GOLDEN GATE PARK-ARBORETUM
INSTALL IRRIGATION SYSTEM — 69,300
CONSTRUCTION OF THE ARBORETUM ACCORDING TO THE TERMS IN THE STRYBING BEQUEST, MAKES IT IMPERATIVE THAT AN ADEQUATE SYSTEM OF IRRIGATION BE INSTALLED. BECAUSE OF GRADE CHANGES IN THE EAST END OF THE ARBORETUM, NEW LINES AND OUTLETS ARE REQUIRED. THERE ARE NO WATER LINES IN THE AREA PRESENTLY UNDER CONSTRUCTION. EXISTING WATER LINES IN THE ARBORETUM ARE NOT CHARTED ON A SURVEY MAP. MOST OF THEM WILL HAVE TO BE LOCATED AND IN MANY INSTANCES REPLACED. IF WE ARE TO PROCEED, A COMPLETE SURVEY, SHOWING THE LOCATION OF ALL EXISTING PIPES, PLUS NEW INSTALLATIONS, IS NEEDED.

C BALBOA SOCCER STADIUM
INSTALL NIGHT LIGHTING — 91,500
SOCCER FOOTBALL IS GROWING RAPIDLY IN POPULARITY IN THIS CITY AND NATION. THE SAN FRANCISCO SOCCER FOOTBALL ASSOCIATION HAS OFFERED TO ENTER INTO A CONTRACT, INCREASING ITS RENTAL PERCENTAGE FOR THE STADIUM SO THAT THE INSTALLATION OF NIGHT LIGHTING CAN BE AMORTIZED OVER A 10 YEAR PERIOD.

D CANDLESTICK PARK
IRRIGATION AND LANDSCAPING AROUND STADIUM AND PARKING AREA — 105,600
SLOPED AREAS ARE ALL THAT REMAIN UNPAVED AROUND THE STADIUM. IT IS CONTEMPLATED TO PLANT GROUND COVER TO STOP EROSION OF THESE SLOPES, AND TO PLANT TREES TO ENHANCE THE STADIUM. AN IRRIGATION SYSTEM IS OF PRIME IMPORTANCE FOR THE SUCCESS OF THIS PLANTING. A PLANTING OF WINDROWS OF TREES THROUGHOUT THE PARKING LOT WOULD MAKE THE PARKING LOT MORE TENABLE AND TEND TO LESSEN THE FORCE OF THE SURFACE WINDS.

E BAY VIEW PARK
INSTALL IRRIGATION SYSTEM AND PLANT SLOPES — 42,500
LANDSCAPING IS NEEDED TO COVER THE SCAR LEFT BY THE CONSTRUCTION OF CANDLESTICK PARK. A COVER OF TREES, BESIDES LESSENING THE POSSIBILITIES OF EROSION WOULD LESSEN THE FORCE OF THE DOWNDRAFT. WHILE NOT THE COMPLETE OR FINAL ANSWER TO THE WIND PROBLEM, IT WOULD IN TIME HELP CONSIDERABLY.

F ACADEMY OF SCIENCES
TANKS FOR REPTILES AND AMPHIBIANS — 40,600
PLANS AND SPECIFICATIONS FOR THIS ITEM WERE INCLUDED IN THE AQUARIUM REHABILITATION AS ALTERNATE NO. 1, BUT COULD NOT BE ACCOMPLISHED BECAUSE BIDS ON THE MAIN CONTRACT WERE HIGHER THAN HAD BEEN ESTIMATED. (CONTINUED)

THE WORK REQUESTED IS THE REPLACEMENT OF THE 41 TANKS AROUND THE HUGE CENTRAL ALLIGATOR SWAMP AREA. THESE RANGE FROM 30 GALLONS TO 3700 GALLONS IN CAPACITY TOGETHER WITH THE NECESSARY RECIRCULATION LINES TO THE INDIVIDUAL TANKS. (THESE LINES HAVE BEEN BROUGHT INTO THE SWAMP AREA UNDER THE MAIN CONTRACT.) THIS WORK DOES NOT INCLUDE ANY CONSTRUCTION ON THE MAIN ALLIGATOR TANK, WHICH IS ALREADY INCLUDED IN THE GENERAL CONTRACT.

THE TANKS PRESENTLY IN USE ARE MAKESHIFTS, MANY OF WHICH DO NOT HOLD WATER AND ARE NOT SNAKE-ESCAPE PROOF. THIS WORK SHOULD BE DONE AS A PART OF THE REHABILITATION JOB.

G ACADEMY OF SCIENCES-AQUARIUM
INSTALL DIVIDING RAILS AND LIGHT BAFFLE — $ 4,900
PLANS AND SPECIFICATIONS WERE INCLUDED IN THE AQUARIUM REHABILITATION AS ALTERNATE NO. 5, BUT COULD NOT BE ACCOMPLISHED BECAUSE BIDS ON THE MAIN CONTRACT WERE HIGHER THAN HAD BEEN ESTIMATED.

ALTHOUGH STEINHART AQUARIUM WAS DESIGNED FOR A MAXIMUM DAILY LOAD OF NO MORE THAN 4,000 VISITORS, IT SOMETIMES RECEIVES AS MANY AS 20,000 IN A SINGLE DAY, WITH A TOTAL YEARLY ATTENDANCE OF MORE THAN 2,600,000 (FLOOR-ENTRANCE COUNTERS). TO AVOID CORRIDOR CONGESTION AROUND TANKS, WHICH COULD RESULT IN SERIOUS ACCIDENT IN TIMES OF EMERGENCY, A TRAFFIC CONTROL FLOW PATTERN IS MANDATORY. FOR THIS PURPOSE THE ARCHITECT DESIGNED DIVIDER RAILINGS FOR THREE-FOURTHS OF THE CORRIDOR AREA (210 FEET) BUT IN FRONT OF THE PORPOISE TANK THIS DIVIDER IS MODIFIED TO SERVE AS A LIGHT BAFFLE ALSO. IF LIGHT COMING THROUGH THE LARGE PORPOISE TANK IS NOT PREVENTED FROM FALLING ON THE TROPICAL MARINE TANKS ON THE OPPOSITE SIDE OF THE CORRIDOR, VISITORS WILL NOT BE ABLE TO SEE THE FISH. THIS WORK SHOULD BE DONE DURING THE CURRENT REHABILITATION.

H ACADEMY OF SCIENCES-AQUARIUM
CONSTRUCT NEW MAINTENANCE SHOP AREA — 2,500
ORIGINALLY THE AQUARIUM MADE USE OF A MAINTENANCE SHOP OCCUPYING ABOUT 1000 SQUARE FEET (20' X 50') IN WHICH THERE WERE NINE PIECES OF PERMANENTLY MOUNTED POWER AND OTHER EQUIPMENT REQUIRING 198 FEET OF FLOOR SPACE. UNDER PRESENT AQUARIUM RECONSTRUCTION THIS SHOP AREA HAS BEEN USED FOR THE NEW FILTER PLANT. THE SHOP MUST THEREFORE BE LOCATED IN ANOTHER AREA. THE PRESENT REQUEST IS FOR FUNDS TO RELOCATE THE SHOP AREA INVOLVING SOME WALL CONSTRUCTION, WIRING, AND PERMANENT MOUNTING OF NECESSARY POWER AND OTHER EQUIPMENT.

THE AQUARIUM TOOLS ARE NOW STORED AND HAVE TO BE MOVED TEMPORARILY INTO A CORRIDOR OR OTHER SPACE FOR USE AND THEN RETURNED TO STORAGE. PROVISION FOR A NEW SHOP AREA IS CONTAINED IN THE PLANS AND SPECIFICATIONS OF THE AQUARIUM REHABILITATION JOB AS ALTERNATE NO. 4, BUT WERE ELIMINATED FOR LACK OF FUNDS.

A ACADEMY OF SCIENCES — $ 1,800

FLOODLIGHT COURT AND PARKING AREA

INSTALL IMPROVED FLOODLIGHTING OF ACADEMY COURT AND THE ADJACENT PUBLIC PARKING AREA IN FRONT OF ACADEMY BUILDINGS. FREQUENT VANDALISM TO PARKED CARS AND STRUCTURES IN THE COURT CAN BE REDUCED BY BETTER LIGHTING, WHICH WOULD ALSO REDUCE TRAFFIC HAZARD TO PEDESTRIANS ATTENDING PLANETARIUM SHOWS AND OTHER EVENING PROGRAMS.

B LAND ACQUISITION — 653,000

FERRY PARK-LAND ACQUISITION

THIS PROPOSED CITY PARK WILL BE A PART OF THE GOLDEN GATEWAY REDEVELOPMENT PLAN TO BE BUILT WEST OF EMBARCADERO FREEWAY. LOCATED AT THE FOOT OF MARKET STREET, IT WILL HELP TO SCREEN A PORTION OF THE FREEWAY AND ACCENT THE TOWER OF THE FERRY BUILDING, AS A TERMINUS TO THIS IMPORTANT STREET. THIS PARK IS ALSO AN IMPORTANT ELEMENT OF THE GOLDEN GATEWAY DEVELOPMENT. THIS IS THE THIRD PHASE OF THE CITY'S CONTRIBUTION FOR THIS PARK.

C WAGES - GARDENERS

AN ADDITIONAL GARDENER IS REQUIRED FOR MAINTENANCE OF GROUNDS AROUND THE SEWAGE TREATMENT PLANTS. THE PRESENT STAFF OF TWO GARDENERS CANNOT ADEQUATELY COPE WITH THE MAINTENANCE WORK DUE TO THE LARGE AREAS INVOLVED AND THE LOCATION OF THE PLANTS. NEW POSITION.

D WAGES - GARDENERS - TEMPORARY

THE REQUESTED FUNDS ARE FOR GARDENERS AND FOREMAN GARDENERS' VACATION RELIEF AND SICK LEAVE REPLACEMENT FOR MAINTENANCE OF AREAS AROUND THE LIBRARIES, WAR MEMORIAL AND SEWAGE TREATMENT PLANTS. THE DEPARTMENT DOES NOT HAVE SUFFICIENT PERSONNEL TO TRANSFER TO THESE UNITS FOR PROLONGED PERIODS THUS THERE IS A NOTICEABLE LACK OF MAINTENANCE WHEN REGULAR GARDENERS ARE AWAY FOR ONE REASON OR ANOTHER.

E DECREASE IN TOTAL WORKING DAYS.

RECREATION AND PARK - MAINTENANCE OTHER DEPARTMENTS

THE FUNDS REQUIRED FOR GARDENING SERVICES FOR THE GROUNDS OF OTHER DEPARTMENTS ARE SET UP AS FOLLOWS:

	PUBLIC LIBRARY	WAR MEMORIAL	PUBLIC WORKS SEWAGE TREATMENT PLANT GROUNDS	PUBLIC WORKS HALL OF JUSTICE	TOTAL
130009 WAGES-GARDENERS					
4 - 058 @ $25.80 (252 DAYS)	6502		19506		26008
2 - 060 @ $31.20 (252 DAYS)	7863	7863			15726
TEMPORARY	1206	660	1419		3285
200 CONTRACTUAL SERVICES	42				42
300 MATERIALS AND SUPPLIES	580	345	130	260	1315
801 ACCIDENT COMPENSATION	144	79	196		419
860 RETIREMENT ALLOWANCE	896	490	1217		2603
862 SOCIAL SECURITY-EMPLOYER'S TAX	336	170	499		1005
TOTAL	17569	9607	22967	260	50403

A MATERIALS AND SUPPLIES
THE PRIMARY INCREASE FOR MATERIALS AND SUPPLIES IS FOR THOSE SUPPLIES REQUIRED FOR MAINTENANCE OF THE HALL OF JUSTICE WHICH WAS JUST RECENTLY TURNED OVER TO THE DEPARTMENT TO CARE FOR THE GROUNDS. THE REMAINING INCREASE IS FOR ADDITIONAL SUPPLIES NEEDED FOR THE GROUNDS AROUND THE WAR MEMORIAL.

B ACCIDENT COMPENSATION
ACCIDENT COMPENSATION IS COMPUTED ON THE BASIS OF 1% OF THE PERMANENT WAGES.

C RETIREMENT ALLOWANCE

WAGES-GARDENERS (PERMANENT)	$41734 @ 6.236%	$2603

D SOCIAL SECURITY-EMPLOYER'S TAX

EMPLOYER'S TAX	$ 7933 @ 3 1/8%	$ 248
	20867 @ 3 5/8%	757
		$1005

CAMP MATHER

E B4 ACCOUNTANT I
PROVISION IS MADE FOR 4 MONTHS ONLY. SEE GENERAL DIVISION BUDGET SHEET 3, LINE 14, FOR REMAINING 8 MONTHS.

F ALLOWANCE FOR OVERTIME
AS CAMP MATHER IS OPERATED 7 DAYS A WEEK FOR THREE MONTNS, THE NEED FOR FUNDS TO COVER EMERGENCY REQUIREMENTS FOR THE LIMITED STAFF IS APPARENT. BECAUSE OF THE REMOTE LOCATION OF THE CAMP, ALL EMERGENCIES MUST BE HANDLED BY THE REGULAR STAFF.

G TEMPORARY SALARIES
FUNDS REQUESTED WILL COVER TEMPORARY EMPLOYMENTS OF

1	0168.1	OPERATING ENGINEER
1	C104	JANITOR
1	R56	DIRECTOR
1	R102	CAMP MANAGER
34	R101	CAMP ASSISTANTS

H OVERTIME AND TEMPORARY WAGES - GARDENERS
FUNDS PROVIDE FOR THE SEASONAL EMPLOYMENT OF ONE 058 GARDENER FOR 85 DAYS, TOGETHER WITH AN ESTIMATED PROVISION FOR OVERTIME. THE LONG, HOT, DRY SUMMER SEASON IN THE MOUNTAINS REQUIRES CONSTANT WATERING OF ALL PLANTED AREAS.

I OTHER MACHINERY PARTS
WILL PERMIT PURCHASES OF PARTS FOR PUMPS, MOTORS, THE VARIOUS REFRIGERATION SYSTEMS, THE SEWAGE DISPOSAL PLANT AND OTHER MACHINES IN OPERATION THROUGHOUT THE CAMP.

J MISCELLANEOUS HARDWARE
THE HEAVY USE GIVEN TO THE DINING ROOM, KITCHEN, PUBLIC BATHHOUSES AND 120 GUEST CABINS REQUIRES CONSTANT MAINTENANCE OF ALL OF THESE STRUCTURES DURING THE OPERATING SEASON. AS SUPPLIES CANNOT BE PURCHASED LOCALLY, A SMALL INVENTORY IS ESSENTIAL.

K ELECTRICAL SUPPLIES
PROVIDES AN ADEQUATE INVENTORY OF LIGHT GLOBES, SWITCHES, FUSES AND OTHER ELECTRICAL SUPPLIES REQUIRED FOR THE CAMP OPERATION.

L NORTICULTURAL SUPPLIES
GRASS SEED FOR LAWNS AND THE BALLFIELD AND OTHER HORTICULTURAL SUPPLIES ARE REQUIRED TO RESTORE AND MAINTAIN THE CULTIVATED AREAS THROUGHOUT THE CAMP.

M FILTER FOR SWIMMING POOL
THIS IS A SMALL OUTDOOR POOL USED MOSTLY BY CHILDREN. IT IS VERY HEAVILY USED DURING THE SUMMER MONTHS. THE WATER CANNOT BE KEPT IN A CLEAN SANITARY CONDITION WITHOUT FILTRATION AND THERE EXISTS THE CONSTANT THREAT OF BACTERIOLOGICAL INFECTIONS AND ALSO OF EPIDEMICS. THE CITY IS VIOLATING THE STATE'S DEPARTMENT OF PUBLIC HEALTH CODE REQUIRING ALL PUBLIC POOLS TO HAVE A FILTERING SYSTEM. THE AMOUNT REQUESTED IS FOR THE FILTER ONLY. INSTALLATION WILL BE MADE BY THE RECREATION AND PARK DEPARTMENT.

N RETIREMENT ALLOWANCE

PERMANENT SALARIES	$2,278		
OVERTIME	2,676		
WAGES - GARDENERS	9,147		
	$14,101	@ 6.236%	$880

O SOCIAL SECURITY - EMPLOYER'S TAX

EMPLOYER'S TAX	1,549	@ 3 1/8%	$ 48
	3,029	@ 3 5/8%	110
			$158

P REAL ESTATE TAXES
REQUEST IS BASED ON CURRENT TAX CHARGES WITH A SLIGHT AMOUNT ADDED FOR POSSIBLE INCREASE DURING THE COMING YEAR.

Q DECREASE IN TOTAL WORKING DAYS.

ITEM

A Annual salary increment

B New employees at lower rate. During the prior years, the maintenance and operation of Bridges and Tunnels was financed from the County "Road Fund," but in 1962-63 the expense of this function is to be charged to the Special Gas Tax Street Improvement Fund, for the reason there is not sufficient available monies in the Road Fund for the large volume of street construction work required and the funds from the Special Gas Tax cannot be legally used for this construction work.

C Allowance for Overtime - To compensate watchmen and operating engineers for overtime worked.

The bridges and tunnel must be manned 24 hours per day every day of the year. It is not always possible to secure immediate relief in case of sudden illness of, or accident to, regular operator or watchman. In such cases it is necessary to call upon a regular employee who has already worked his regular shift.

D Allowance for Holidays - To compensate watchmen and operating engineers for holidays worked. Four watchmen and 10 operating engineers each of 12 holidays; 1 watchman and 4 operating engineers on Good Friday.

Watchmen	48 watches	@ $26.04	$ 1250
Operating Engineer	120 "	@ $40.44	4853
Watchman	3 hours	@ $ 3.25	10
Operating Engineer	12 "	@ $ 5.06	61
		Total	$ 6174

E Temporary Salaries - Vacation Relief:

Operating Engineer	87 watches	@ $26.97	
" "	143 "	@ 28.66	$ 6445
Holiday Relief (In lieu of):			
Operating Engineer	35 watches	@ 26.97	944
Sick Relief:			5,111
Requested by Department			$12,500
Approved by Road Commissioner			$10,200

Vacation Relief included above because of deferred vacations:

2 Operating Engineers 10 watches @ $28.66

Sick Relief included above because of impending retirements:

Watchman vice J. Ritter (5-1-63) 6 mos @ $3.76 plus 6¼% of 2/3

F Maintenance & Repair-Bridges
To provide for the maintenance and repair of the Third Street, Fourth Street and Islais Creek Bridges; including the servicing of electrical equipment, fire extinguishers and the replacement of broken traffic gates.

The amount requested is based on expenditures for the past 5 years partially adjusted to current costs. For the want of accurate values, a conservative 5% per year increase in cost has been made.

$1188 x 1.10 =	$ 1307
1901 x 1.15	2186
916 x 1.20	1099
1653 x 1.25	2066
1213 x 1.30	1577
Average	$ 1647

ITEM

A Maintanance of Lights (Tunnel) - To provida for the replacemant of burned out lamps and tha cleaning and greasing of fixturas in the Broadway Tunnel.

Tunnal lighting is composed of 1336 lamps in 502 fixtures. During tha past fiva yaars an average of 496 lamps hava been replaced annually.

Estimated cost for 1962-63:

Electricians - Bureau of Building Rapair 2 - 6 days each @ $50.70 par day = $609

B Miscellanaous Servicas - (Tunnel) - For tha repair or raplacamant of brokan windows, tila, locks, door chacks and such othar miscallanaous itams.

Avaraga waga rate for tho ten crafts whosa services might be raquired, including ovarhead, is approximately $50. per day.

Estimated cost	
Labor 3 days @ $50 per day	$150
Materials	50
Total	$200

C Cleaning Tile & Hand Rails - (Tunnal) - For the claaning of tile and hand rails in Broadway Tunnel.

Cleaning is porformed by tho Buraau of Street Cleaning; hanca, this appropriation is for the purposa of reimbursing the Genaral Fund for costs chargeable to tha Special Road Improvement Fund.

Amount raquastad is as recommendad by tha Buraau of Stroet Claaning.

Requested by Departmant	$8536
Approvad by Road Commissionar	7500

D Maintananca & Repair - (Underpass) - To provida for tha maintananca and rapair of tha naw Gaary Exprassway Undarpass pumping facilities; including tha sarvicing of alactrical aquipmant, gasolina engina drivan motor ganerator and pumps.

Services of Electrician	2 days @ $50.46	$ 100.92
Servicas of Shop #2	2 " @ 50.00	100.00
Materials		50.00
		$ 250.92

This is a naw service.

E Haat, Light & Powar - (Bridges) - To provide electric servica for lighting and operating tha Third Straet, Fourth Street and Islais Creek lift bridges.

The amount roquastad is as recommended by tha Bureau of Light, Heat and Power. (Praliminary estimata)

F Haat, Light & Power - (Tunnal) - For lighting and oparating Broadway Tunnel.

Tha amount roquastad is as recommandad by tha Buraau of Light, Haat & Power. (Praliminary estimate)

G Haat, Light & Power - (Undarpass) - To provide alactric sarvica for lighting and oparating tha naw Geary Expressway Underpass pumping facilities.

The amount roquested is as recommended by the Buraau of Light, Heat and Power. (Preliminary astimate) This is a naw sarvice.

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ITEM

A **Bridges**

	Unit	On Hand 11-1-61	Average Annual Use	Recommended Quantity	Recommended Amount
Lamps	ea.	200	480 †	300	$ 50
Rags	lb.	100	300	300	80
Grease	lb.	250	300	300	75
Oil	gal.	15	30	30	30
Charts	ea.	50	36	36	50
Log Sheets	ea.	600	300	-	-
Paint	gal.	2	2	3	30
Janitorial Supplies	$	In use	30	30	30
Electrical Supplies	$	-	30	30	30
Shades - 3rd St.	$				50
				Total	$ 425

B **Tunnel**

	Unit	On Hand 11-1-61	Average Annual Use	Recommended Quantity	Recommended Amount
Flourescent Lamps	ea.	675	578	500	350
Ballasts	ea.	60	-	-	-
Starters	ea.	10	-	-	-
Incandescent Lamps	ea.	523	80	-	-
Indicator Lamps	ea.	45	40	40	15
Charts, C.O. Recorder	ea.	48	48	48	200
Charts, Wattmeter	ea.	50	50	50	65
Ink	pt.	1	2	2	10
Lubricating Oil	gal.	15	20	20	10
Grease	lb.	240	50	-	-
E.S.R. Detergent	bbl.	6	10	10	550
Paint	gal.	3	5	5	30
Janitorial Supplies	$	20	30	30	30
Parts for C.O.Recorders	$	10	30	30	30
Parts for Tunnel Phones	$	10	20	20	20
Electrical Supplies	$	5	10	10	10
Rags	lbs.	200	150	100	30
				Total	$ 1350

C **Underpass** - Geary Expressway

	Recommended 1962-63
Grease	$ 20
Electrical Supplies	10
Janitorial Supplies	10
Misc.Tools	35
	$ 75

This is a new service

ITEM

A — Relief-Watchman
To provide for the part-time services of a watchman.
Services to be provided by the Bur. of Building Repair three days per week.

Watchman	3/5 x 12 x $ 376	$ 2707
Holidays	3/5 x 12 x 26.04	188
Vacation Relief	3/5 x 15 x 17.36	156
Sick Relief		124
	Total	$ 3175

B — Chief Operating Engineer
To provide for the part-time services of a Chief Operating Engineer to supervise the operation of Bridges & Tunnel.
Half-time services to be provided by the Bur. of Building Repair.

Chief Operating Engineer	.5 x 12 x $728	$ 4368
Vacation relief	.5 x 15 x 33.61	252
	Total	$ 4620

C — Department of Electricity
To provide for the maintenence, repair and testing of Broadway Tunnel traffic control and fire alarm systems.
(As recommended by the Dept. of Electricity).

D — Accident Compensation, Hospitalization, etc.
To provide for the compensation and/or treatment of workmen injured while on the job.

Total Payroll $159053 x .0075 = $1193

E — Retirement Allowance
Allowance required for budgeted employees - Fiscal year 1962-63

Salaries		Column 9
Appropriation No. 2.671.110.000		$134034
	111.000	50
	112.000	6174
	120.000	10200
	900.000	8595
	Total	$159053
Retirement rate		x6.236%
Retirement allowance requested		$ 9918.54

F — Social Security - Employer's Tax — Bridges - Tunnels - Underpasses - Number of Employees 22

22 Employees x 1/2 year @ $150 ea. (3 1/8% of $4800) =	$1650
22 Employees x 1/2 year @ $174 ea. (3 5/8% of $4800) =	1914
	$3564

G — Health Service System
Allowance required for medical plan as recommended by the Health Service Board for the fiscal year 1962-63 - $1210.00

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A RESURFACE VARIOUS STREETS

To provide for the placement of 1-1/2" asphalt concrete blankets on existing pavements to expedite traffic by improving riding qualities and to prevent progressive deterioration and early failure. Such failure would require complete reconstruction of the pavement at approximately seven times the cost of resurfacing. Work to be done on various streets throughout the city. $340,000 requested.

REPAIR TO MOVABLE BRIDGES

Miscellaneous structural, mechanical and electrical repairs to, and inspection of, all movable bridges, including unforseeable emergency work resulting from damages caused by vehicular and water-borne traffic, but not major mechanical repairs or alterations which are handled on a project basis.

Yearly inspection including checking of all mechanical and electrical facilities	$3,000
Routine maintenance and repairs to prevent deterioration of structures; emergency repairs as needed including repair of damage by vehicular and water-borne traffic; and unforseeable mechanical repairs	7,000
Painting of below-deck portions of 4th Street Bridge at Channel Street and of 3rd Street Bridge at Channel Street, including steam-cleaning, wire-brushing as required, one touch-up coat of primer and one complete top coat of paint. These structures were last painted in 1956, except for routine maintenance work. The steel below deck level is subject to more corrosion than the remainder of the superstructure and needs more frequent painting. Regular maintenance will eliminate need for complete sandblasting and other expensive remedial work.	
4th Street Bridge, portions of superstructure below deck (34,000 sf)	8,000
3rd " " " " " " " (60,000 sf)	15,000
	$33,000

REPAIRS AND INSPECTION OF STREET STRUCTURES

Miscellaneous repairs, painting and inspection, to include repair of pedestrian underpasses and overpasses, bridges, viaducts and walls, including repair of sidewalks, guard rails, balustrades, railing, stairways, sills, underpinnings and drainage appurtenances; cleaning of exposed steel and backplastering; removal of loose plaster; repair and replacement of gates, and other miscellaneous work. Maintenance and repair work should not be deferred, because some of the work is necessary for the welfare and safety of the public and vehicular traffic. City may be subject to damage suits if structures are unsafe. In addition, if work is deferred, rising costs and further deterioration will increase cost.

Funds

Miscellaneous repairs and painting as noted above	$ 2,000
Unforseen emergency repairs of damage caused by vehicular accidents or otherwise	3,000
Annual inspection of structures at 90 locations	3,000
In accordance with a maintenance agreement between the City and the State of California, the City is obligated to maintain and repair about 22 structures such as overpasses, underpasses, drainage and traffic service facilities in connection with James Lick Memorial Freeway and Alemany Blvd.	2,000
	$10,000

REPAIRS TO GREAT HIGHWAY COPINGS

To provide for restoration of the aesthetic appearance or ornamental concrete copings located on the westerly side of Great Highway between a point 300 feet north of Balboa Street and Lincoln Way.

Present Request		
Plans	$ 1,000	
Repair	10,000	
	$11,000	Requested by Recreation-Park Department

B PRELIMINARY ENGINEERING AND ADMINISTRATIVE EXPENSES FOR VARIOUS LOCATIONS

These funds are additional gas taxes allocated to the City under the provisions of Sections 197.5 and 2107.5, Chapter 1890, Streets and Highways Code, State of California, to be used exclusively for engineering and administrative expenses in respect to city streets.
To provide for the financing of general investigation, study and preliminary planning required to determine feasibility of proposed street and highway projects. Appropriated in 1961-62 Budget - $20,000.
Studies and Plans $20,000

A GENEVA AVENUE WIDENING BETWEEN ALEMANY BLVD. AND OCEAN AVENUE

Additional between Alemany Blvd. and Ocean Avenue widening to accommodate four lanes of traffic, plus parking lanes. To implement Master Trafficways plan for the safe and expeditious movement of relatively heavy traffic volumes.

Land	$300,000	Previously appropriated	$ 608,000
Construction	250,000	Requested 1962-63	550,000
	$550,000	To be requested 1963-64	982,000
		Total estimated cost	$2,140,000

B GREAT HIGHWAY EXTENSION BETWEEN SOUTHERLY END OF GREAT HIGHWAY AT SLOAT BLVD. AND LAKE MERCED BLVD.

Additional in Fort Funston Area, between southerly end of Great Highway at Sloat Blvd. and Lake Merced Blvd. Six-lane roadway with landscaped median strip. To replace present road that will be abandoned when the Zoo is expanded.

Construction	$500,000	Previously appropriated	$264,000
		Requested 1962-63	500,000
		Total estimated cost	$764,000

C ARMY CIRCLE CHANNELIZATION AND SIGNALS

Rechannelization of intersection and grade separation of major traffic movements. The congestion at this location has reached an intolerable level and the annual accident rate is one of the highest in the city. With Bayshore Blvd. and Potrero Ave. providing an alternate route to the James Lick Freeway, there is urgent need for high capacity improvements at the Army Street Circle.

Studies and Plans	$ 47,000	Previously appropriated	$ 60,000
Land	180,000	Requested 1962-63	865,600
Construction	638,000	To be requested 1963-64	1,119,400
	$865,600	Total estimated cost	$2,045,000

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D DRUMM STREET WIDENING - BETWEEN CALIFORNIA AND WASHINGTON STREETS AND BETWEEN DRUMM STREET AND THE EMBARCADERO

Additional required: By widening, construct 4-lane divided roadway with parking lanes between California and Washington Streets and between Drumm Street and the Embarcadero, and construct 4-lane roadway with parking lanes between Washington and Jackson Streets. Washington Street between Drumm Street and Embarcadero to be constructed as an extension of Drumm Street to the Embarcadero. To assist in the redevelopment of Area E-1 by providing roadways for essential circulation of traffic and for handling expected traffic volumes.

Studies and Plans	$ 12,000	Previously appropriated	$453,000
Land	535,000	Request 1962-63	661,000
Construction	114,000	Total estimated cost	$1,114,000
	$661,000		

E WASHINGTON STREET WIDENING BETWEEN SANSOME AND DRUMM STREETS

Additional amount to widen Washington Street, between Sansome and Drumm Streets, to allow construction of a 3-lane roadway with parking lanes. One way operation. Washington Street connects directly to the proposed "off" ramp of the Embarcadero Freeway. To assist in the redevelopment of Area E-1 by providing a street of sufficient capacity to handle expected traffic volumes.

Studies and Plans	$ 5,000	Previously appropriated	$829,000
Land	160,000	Requested 1962-63	215,000
Construction	50,000	Total estimated cost	$1,044,000
	$215,000		

F CLAY STREET WIDENING BETWEEN SANSOME AND DRUMM STREETS

Additional amount required to widen Clay Street between Sansome and Drumm Streets to allow construction of a 3-lane roadway with parking lanes. One way operation. Clay Street connects directly to the proposed "on" ramp of the Embarcadero Freeway. To assist in the redevelopment of Area E-1 by providing a street of sufficient capacity to handle expected traffic volumes.

Studies and Plans	$ 5,000	Previously appropriated	$829,000
Land	260,000	Requested 1962-63	307,000
Construction	42,000	Total estimated cost	$1,136,000
	$307,000		

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FORM 4890

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - SPECIAL GAS TAX STREET IMPROVEMENT FUND — Index Number 671-672 — Sheet Number C-2

A BOSWORTH STREET WIDENING BETWEEN ROUSSEAU STREET AND O'SHAUGHNESSY BLVD.
Construct 4-lane divided roadway, with landscaped median island, by widening, existing Bosworth Street between Rousseau St. & O'Shaughnessy Blvd.
To implement Master Trafficways Plan for the safe and expeditious movement of relatively heavy traffic volumes.

Land	$500,000

Previously appropriated	$100,000
Requested 1962-63	500,000
To be requested 1963-64	3,400,000
Total estimated cost	$4,000,000

B THIRD STREET BRIDGE
Reconstruction of the following mechanical components of the 3rd Street Bridge, including testing, adjusting, and balancing:
A. Main braking system; B. Air buffer system; C. Counterweight system
The main braking system is in a hazardous condition as there is only one drum system in working order at present. If this drum system should fail, severe damage to the bridge would result. The air buffer system is inoperative; consequently the bridge leaf ends impact solidly on positive stops with no cushion. This continued jarring will damage and weaken the bridge structure. The counterweight system is not in balance with the bridge structure because of the addition of extra handrails and new floor planking. This puts a strain on the bridge machinery.

Studies and Plans	$ 2,500
Construction	31,700
Total estimated cost of project.	$34,200

C RECONSTRUCTION OF CHAIN LINK FENCES
To provide for the replacement, with tension cables, of the top rails of chain link fences adjacent to high speed roadways. The tension cables will maintain the strength of the fences and minimize the severity of vehicular accidents. Fences are located on Sloat Blvd. between 39th Ave. and Great Highway and on San Jose Ave. between Richland Ave. and Bosworth Street.

Present Request	
Plans	$ 200
Construction	1,000
	$1,200

D LINCOLN WAY RETAINING WALLS ETC. BETWEEN 11th AND 14th AVENUES
Retaining walls between 11th and 14th Avenues. Stabilizing, realigning to original line and grade, and backfilling the walls on the north side of Lincoln Way, including the re-setting of concrete gutters, catchbasins, chain link fencing, and necessary repaving. The gravity-type retaining walls act as a curb supporting the street on the north side of Lincoln Way. The natural soil is dune sand which has gradually eroded and drifted away resulting in tilting of the walls. It is imperative that the walls be stabilized and backfilled so that the street pavement can be protected from further progressive failures.

Studies and Plans	$ 1,400
Construction	17,400
	$18,800

E SAN JOSE AVE. EAST SLOPE STABILIZATION AND GUNITE SLOPE COVERING
San Jose Ave. slope stabilization and gunite slope covering, north of the northeast stairway of Highland Avenue Bridge. Grading, compaction and guniting of approximately 4000 sq.ft. of slope area and installing a 6' high chain link fence, 150' long, at the top of the slope. The slope has eroded to such an extent that the sidewalk at the top is in danger of being undermined and collapsing, thus creating a hazard to pedestrians who use the sidewalk. A gunite covering will stabilize the slope, reduce erosion, and cut down the continuous maintenance expense.

Studies and Plans	$ 1,270
Construction	15,830
	$ 17,100

F RECONSTRUCT PARKING LANE ON 25TH AVE. BETWEEN ANZA AND GEARY BLVD.
Reconstruct Parking Lane on 25th Ave. between Anza St. and Geary Blvd. Correct drainage.

Studies and Plans	$ 2,000
Construction	18,000
	$ 20,000

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FORM 4910

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - SPECIAL 0&3 TAX STREET IMPROVEMENT FUND — Index Number 671-672 — Sheet Number C-3

A WIDEN ROADWAY ON MASONIC AVE. BETWEEN GEARY BLVD. AND OAK ST.

Additional widen roadway on Masonic Ave. between Geary Blvd. and Oak St. by narrowing sidewalk from 22' to 10' including doing L. P. Hydrant work and lighting. Construct pavement from Oak to Fell. Construct 4' Traffic Island from Oak to Geary. To expedite traffic and increase safety.

Studies and Plans	$ 30,000	Funds previously appropriated - Road Funds	$ 10,000
Construction	250,000	Budget Request 1962-63	280,000
	$280,000	Project total	$290,000

B STOCKTON STREET TUNNEL

Planning and Investigation for Stockton Street Tunnel Rehabilitation. Work needed: Sealing tunnel walls and construction joints and painting tunnel intorial and portals. The tunnel, located between Bush and California Streets, is approximately 43 feet wide by 21 feet high, and has an elliptical section. It is 910 feet long and the lower 6 feet of sidewalls is tiled.

The tunnel is leaking at cracks and construction joints at various points of the interior throughout its entire length. Such leakage may result in rusting out the reinforcing steel and spalling the concrete thereby endangering stability of the tunnel. The ground water which seeps through contains minerals which create streaks and present a very unsightly and unsatisfactory appearance. Constant cleaning and maintenance work is required. Many complaints have been received on the appearance of the tunnel which is more than ever in the public eye since the opening of the Sutter-Stockton Garage. Studies and Plans $6,500

C INSTALLATION OF TRAFFIC SIGNALS AND ONE-WAY OPERATION ON 6TH AND 7TH AVENUES BETWEEN LAWTON ST. AND LINCOLN WAY.

Installation of traffic signals and one-way operation on 6th and 7th Avenues between Lawton St. and Lincoln Way. Relieve congestion on 7th Ave. which is a key segment of a major crosstown traffic corridor. A portion of this project is eligible for Major City Street Funds. Present request (MCS) - $26,200

Studies and Plans	$ 2,500
Construction	23,700
	$26,200

ON FRANKLIN & GOUGH STREETS

D INSTALLATION OF TRAFFIC SIGNALS BETWEEN LOMBARD AND SACRAMENTO STREETS

Installation of traffic signals between Lombard and Sacramento Streets (17 intersections.) Additional signals are needed to control the movement of traffic and to create gaps which will facilitate pedestrian crossings. A portion of this project is eligible for Major City Street Funds. Present request (MCS) - $60,000

Studies and Plans	$ 5,500
Construction	54,500
	$60,000

E REVISE CHANNELIZATION AND INCREASE ROADWAY WIDTH ON MARKET STREET FROM CASTRO STREET TO COLLINGWOOD STREET.

Revise channelization and increase roadway width on Market St. from Castro St. to Collingwood St. Relieve congestion and reduce traffic delays.

Studies and Plans	$ 12,000
Construction	113,000
	$125,000

F OCEAN AVENUE INSTALLATION AND INTERCONNECTION OF TRAFFIC SIGNALS

Ocean Avenue installation and interconnection of traffic signals (5 intersections) and channelization. Relieve congestion and reduce delays to traffic.

Studies and Plans	$4,500
Construction	42,500
	$47,000

G RENEWAL AND MODIFICATION OF TRAFFIC SIGNALS, CONTRACT NO. 5 - VARIOUS INTERSECTIONS

Renewal and modification of traffic signals, Contract No. 5. The obsolescence of traffic signal controllers installed prior to 1950 is resulting in excessively high maintenance costs. Parts are not available for over 20% of the City's signals. These controllers must be replaced with new and improved equipment. A portion of this project is eligible for Major City Street Funds. Present request (MCS) - $30,000.

Studies and Plans	$ 3,000
Construction	27,000
	$30,000

Form 6250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS - SPECIAL GAS TAX STREET IMPROVEMENT FUND

BUDGET EXPLANATIONS

FISCAL YEAR 1962-63

Index Number 671-672 Sheet Number C-4

A CHANNELIZATION AND SAFETY LIGHTING AT LAKE MERCED BLVD.
Channelization and safety lighting at Lake Merced Blvd. "Y" intersection at the County Line. To control traffic which is increasing steadily due to residential development in this area.

Studies and Plans	$ 10,000
Construction	90,000
	$100,000

B CHANNELIZATION & SAFETY LIGHTING AT VARIOUS INTERSECTIONS.
Channelization & safety lighting at intersections with high pedestrian accident rates (10 intersections) Contract #1. To provide additional safety measures for pedestrians at proven high accident locations. 70% of the fatalities in San Francisco in 1955 were pedestrians. 50-60% of pedestrian accidents occur at night. A portion of this project is eligible for Major City Street Funds. Present request (MCS) $31,000.

Studies and Plans	$ 3,000
Construction	28,000
	$31,000

C 5TH & MISSION GARAGE - PEDESTRIAN OVERPASS
Pedestrian overpass at 5th & Mission Garage. Construction of a pedestrian overpass across Mission St. between 4th & 5th Sts. Prestressed concrete box-type girder 8' wide spanning 88'6" and having a 5'6" railing on each side. The overpass will have a landing at the 3rd floor level of the existing parking garage on southerly side of Mission Street. Access from the northerly end from the sidewalk area from each side of the overpass by a 6'4" wide reinforced concrete stairway approximately 32' long with handrails on both sides.

Present mid-block crossing from 5th & Mission Garage to north side of Mission Street provides access to shopping area. Since the crossing was opened the accident rate has increased and movement of vehicular traffic is adversely affected. Expansion of the garage now under construction will increase pedestrian traffic at this point to an estimated one million round trips per year. The pedestrian overpass will eliminate conflict between pedestrians and vehicles at this heavily-used crossing.

Studies and Plans	$ 2,700
Construction	34,300
	$37,000

D O'SHAUGHNESSY BLVD.
Construct 4-lane divided roadway with landscaping widening and realigning the existing roadway between Bosworth Street and Woodside Avenue. Provide grade separation at Portola Drive. To implement Master Trafficways Plan for the safe and expeditious movement of relatively heavy traffic volumes.

Studies and Plans	$100,000	Budget Request 1962-63	$ 100,000
		Future Requests	7,400,000
		Project Total	$7,500,000

E No funds for purchase of land requested for Geneva Avenue Widening and Great Highway Extension.

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FORM 4250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission. PUBLIC WORKS-BUR. OF STREET REPAIR

BUDGET EXPLANATIONS

FISCAL YEAR 1962-63

Index Number 681 Sheet Number 1

ITEM

A Annual salary increment

B Assistant Superintendent (Permenent) - A necessary new position to provide e principal essistant to the Superintendent for aid in improving the Bureau's operating efficiency by accomplishing effective plenning end programming which hes been insufficiently performed due to the limited supervisory force.

At present, the Bureau's supervisory force is composed of e Superintendent, 3 General Foremen, 1 Foremen Asphalt-Finisher end a Chief Operating Engineer of Lift Bridges & Tunnels. This Bureeu is now operating with 70 less employees than 12 years ego despite e substantiel increase in work load end the addition of e new function (Broadway Tunnel) requiring 4-1/5 employees. This hes been brought about by improved work practices and better mechanizetion of equipment.

Further substantial improvements in work practices and manpower productivity can only be eccomplished efter provision of an Assistant Superintendent. This new position would permit redistribution of unbalanced supervisory work loads and allow more effective planning and programming in those phases of operetion thet have not been sufficiently performed; such es:

(a) The review of poriodic work programs and dey-to-day practices for the purpose of improving techniques in operetion.

(b) The review of personnel assignments for purposes of increasing effective utilization of lebor and of correcting unbalanced work loads among workers.

(c) The review of complaints for the purpose of insuring prompt investigetion and handling and of using information on justified complaints to improve services.

(d) The preparation of an annual survey of street conditions; identifying the neture of work to be done; clessifying the work according to urgency; developing e plan of schedules for street meintenance from information obtained.

C One less work day in 1962-63 then in 1961-62.

D Due to reclassification during 1961-62 budgeted funds teken at lower rete of $26.56 but positions for 1962-63 reduced at the higher rate.

E Employee at higher rete

F Allowance for Overtime - To compensate general foreman for overtime worked beceuse of eccidents and/or Acts of God thet occur during other than regular working hours.

The amount requested is the averege expenditure for the pest 5 years, with eppropriete edjustment for increased rates.

G Allowance for Holidays - To compensate watchman and general foremen for time worked on holideys. General foremen will be required to work 4 holidays not observed by per diem workmen.

		Watchmen @ $26.04	General Foremen @ 61.22	@ 58.31
Monday,	Sept. 3, 1962	1		
Monday,	Sept. 10, 1962	1		
Friday,	Oct. 12, 1962	1	2	1
Tuesday,	Nov. 6, 1962	1	2	1
Monday,	Nov. 12, 1962	1	2	1
Tues.	Dec. 25, 1962	1		
Tues.	Jan. 1, 1963	1		
Tues.	Feb. 12, 1963	1	3	
Fri.	Feb. 22, 1963	1		

9 days	@ $26.04	$234
9 "	@ 61.22	551
3 "	@ 58.31	175
		$960

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ITEM

A **Temporary Salaries** - To provide temporary replacement for watchman on Leave.

Vacation	15 days @ $17.36	$260
In Lieu of Holidays	3 " @ 17.36	52
Sick		238
Requested by Department		$550

Approved by Road Commissioner $500

B **Sunday Overtime** (Restricted Downtown Area) - To permit Sunday work in the "Restricted Downtown Area" as designated by the Streets Utilities Committee: - 4 Sundays.

It is virtually impossible to make certain street repairs in the downtown area on regular work days; nomecan be made without serious interference with traffic. More work can be accomplished on a Sunday than on a weekday, the cost is only slightly higher and public inconvenience is reduced to a minimum.

C Cement finishers at higher rate when using concrete saw - as per Union agreement, (estimate 100 hours).

D **Deferred Vacations** - To provide for temporary replacement of workmen on vacation longer than the normal three weeks. Street Repair personnel work in crews; one man for each job. Replacement of an absentee is essential to efficiency.

The following tabulation shows data pertinent to 1962-63 vacations that will be extended because of vacations deferred in previous years.

No.	Class		Days Each	Total Days	Rate	Amount
6	A-204	Cement Finishers	Var.	45	$31.76	$ 1429
3	J-4	Laborers	5	15	28.80	387
2	O-268	Granite Cutters	Var.	15	Var.	440
1	O-276	Asphalt Worker	10	10	26.60	266
2	O-1	Chauffeur	5	10	Var.	304
					TOTAL	$ 2826

E **Demurrage** - Oxygen and acetylene must be kept in stock at the Municipal Asphalt Plant. Demurrage on pressure tanks is paid until such time that it exceeds the value of remaining gas.

F **Painting Asphalt Plant** - Based on past experiences and current prices it is estimated that complete painting of the Municipal Asphalt Plant would cost approximately $6000. The life expectancy of a paint job is estimated to be 5 years.

A uniform amount of painting each year is preferable to complete painting at 5-year intervals for the following reasons:

1. Painting can be done when and as needed.
2. Cost can be charged equally each year.

(Based on an annual production of 50,000 tons; one-year cost would be 2.4¢ per ton, five-year cost would be 12¢ per ton)

G **Asphalt Plant Repairs** - For services that cannot be performed by Plant Personnel. The increasing age of the Asphalt Plant has necessitated additional maintenance and repair that require the services of machinists and blacksmiths at Shop #2.

Services of Shop #2 - Machinist & Blacksmith:		
8 days @ $40.50	$324	
Parts	250	$ 574
Routine maintenance of electrical equipment:		
Armature Winder ½ day per mo. @ $33.15 (Saturday)		398
Electrical equipment other than routine:		
Armature Winder 5 days @ $44.19	$221	
Parts	100	321
Maintenance of Steam Lines:		
Steamfitter 4 days @ $56.82	227	
Material	150	377

Approved by Road Commissioner $3150

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ITEM

A — Contacts & Inspections: Miscellaneous Services - To provide for work of an urgent nature made necessary by change in traffic conditions, new buildings, etc. not foreseeable at time of budget preparation.

B — Street Structures & Appurtenances - For the maintenance, repair, construction and reconstruction of street structures and appurtenances; such as, fences, barriers, guard rails, stairways, retaining walls, ballastrades, underpasses and overpasses.

This work is usually of an emergency nature and is reported to the Bureau throughout the year. The amount requested is based on expenditures for the past 5 years partially adjusted to present costs. For want of accurate values, a conservative 5% per year increase in costs has been used.

1960-61	$7720 x 1.10	$ 8,492
1959-60	7647 x 1.15	8,794
1958-59	8195 x 1.20	9,834
1957-58	5960 x 1.25	7,450
1956-57	9927 x 1.30	12,905
	Average	9,495
Repainting, reflectorizing and repairing guard rails and fences		10,300
Total Request by Department		$19,795
Approved by Road Commissioner		16,000

This request is based on a recent survey by the Bureau of Engineering: To provide for the safety and welfare of the general public by repainting, reflectorizing and repairing the damaged elements of City-owned guard railings and fences variously located throughout the City.

	Quantity	Item	Unit Price	Sub-Total
1.	11,000 LF	Paint Standard Wood Fence	$ 0.30	$ 3300
2.	400 LF	Paint Corrugated Guard Rail	0.30	120
3.	900 LF	Paint Metal Plate Guard Rail	0.20	180
4.	1,400 LF	Paint Timber Guard Rail	0.15	210
5.	300 LF	Repair Standard Wood Fence	10.00	3000
6.	260 LF	Repair Metal Plate Guard Rail	10.00	2600
7.	80 LF	Install Guard Rail	10.00	800
8.	6 each	W21R Reflector Signs	15.00	90
		Total		$10,300

ITEM

A — Repair of Tools, etc. - For the maintenance and repair of tools, tool boxes, barricades, signs, etc. used by street repair crews.

The amount requested is based on expenditures for the past 5 years partially adjusted to present costs. For want of accurate values, a conservative 5% per year increase in cost has been used.

1960-61	$ 2656 x 1.10	$ 2922
1959-60	3397 x 1.15	3907
1958-59	3503 x 1.20	4204
1957-58	3522 x 1.25	4403
1956-57	3484 x 1.30	4529
Average		$ 3993

B — Recapping Tires - To provide for the recapping of tires for Automotive Equipment.
Equipment and mileage operated in 1960-61 and anticipated for 1962-63 is as follows:

	Operated 1960-61		Anticipated 1962-63	
	No.	Mileage	No.	Mileage
Automobiles	5	44,214	6	50,000
Light trucks	8	61,679	8	60,000
Medium trucks	11	57,197	11	55,000
Heavy trucks	26	172,360	26	175,000

In addition to the above, 5 pieces of major equipment and several minor units are mounted on pneumatic tires. The Bureau has recently replaced 11 2-axle trucks with 11 3-axle trucks, which resulted in an increase of 44 tires. The rear tires on 3-axle trucks are subject to more wear due to a sliding action when making turns.
Expenditures for 1960-61 reflect this increased tire-wear.

Amount requested is as recommended by the Purchaser's Tire Repair Shop.

C — Install Crankcase Blow-by Devices - To provide for the installation and maintenance of crankcase blow-by devices on City-owned passenger cars and trucks, as requested by the Purchaser of Supplies in letter of Nov. 1, 1961.

Furnish and install on 5 passenger cars @ $15.95	$ 79.95
Furnish and install on 44 trucks @ 15.95	701.80
5000 mile maint'ce.cost on 49 cars & trucks at 2.25	110.25
10,000 mile maint'ce cost on 15 cars & trucks at 3.25	48.75
	940.55

ITEM

A Repairs to Automotive & Other Equipment - For the maintenance and repair of automotive and other equipment. Equipment will consist of the following units, plus new equipment as approved:

5 automobiles	12 compressors	1 tractor
8 light trucks	5 rollers	2 tractor-loader
11 medium trucks	1 paving machine	1 tractor-crane
26 heavy trucks	1 power grader	1 heater-planer

Plus 17 minor units

Passenger car and truck mileage for 1960-61 and as anticipated for 1962-63 as follows:

	Operated 1960-61		Anticipated 1962-63	
	No.	Miles	No.	Miles
Automobiles	5	44,214	6	50,000
Light trucks	8	61,679	8	60,000
Medium trucks	11	57,197 ±	11	55,000
Heavy trucks	26	172,360 ±	26	175,000

The cost of repairs for equipment other than passenger cars and trucks was $21,003 in 1956-57, $17,204 in 1957-58, $14,222 in 1958-59, $19,784 in 1959-60 and $14,300 in 1960-61.

B Painting of Equipment - For the painting of automotive equipment so as to prevent deterioration and to provide presentable appearance. Units recommended for painting are as follows:

#681-710 Dump truck
#681-711 -do

C Service of Garagemen - To provide for the servicing of automotive equipment. Computation of amount as recommended by Purchaser of Supplies.

Salaries	2 - 52 weeks @ $110	$ 11,440.00
Indirect Labor, Overhead & Retirement	48.18% of $11,440	5,511.79
		$ 16,951.79

D Services of Bureau of Reproduction - Need for the services of the Bureau of Reproduction is not predictable except on the basis of past expenditures. Amount requested is the average of expenditures for the past 5 years, with a minor adjustment to compensate for increased costs.

E Steam for Asphalt Plant - No change in service from that provided in 1961-62.

F Light-Heat-Power - To provide light, heat and power for the Municipal Asphalt Plant. Amount requested is as recommended by the Bureau of Light, Heat & Power.

G Carfare & Telephone - To reimburse employees for the cost of business calls made from "pay" telephones. Occasional bridge tolls are paid from this account.

H Printing of Annual Report - To provide for payment of the Bureau's pro rata share of the cost of printing the Department's annual report.

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ITEM

A **Equipment Rental** - For the rental of equipment not used sufficiently often to warrant the purchase thereof: to supplement City-owned equipment in time of need, such as during winter storms; to replace City-owned equipment while latter is in the shop for overhaul or repair.

B **Auto Mileage** - To compensate employees for the authorized use of their privately-owned automobile.

Employee: Oliver D. Hubbard
Classification: O-1 Chauffeur
Vehicle License: NHD 671
Year, Make & Type: 1957 Plymouth Sedan
Average Monthly Mileage: 40 (extremely variable)

C **Truck Hire** - To provide general hauling on work days and the care of lights and barricades on Saturdays, Sundays and holidays. This service can be provided more satisfactorily by Hired Truck than by City-owned trucks.

Computation of Amount:

1 - 2 cu.yd. dump truck @ $5.17 per hr. straight time
6.77 " for Saturday & Overtime
8.37 " for Sundays & Holidays

252 - 8 hr. days @ $5.17 per hr.		$10,423
52 - 4 " " @ 6.77 "		1,408
61 - 4 " " @ 8.37 "		2,043
	Total	$13,874

D **Road Materials**

	Unit	Quantities Used 1959-60	Quantities Used 1960-61	Estimated for 1962-63 Quantity	per Unit	Amount
Asphalt	Ton	3,108	3,218	3,200	$ 23.88	$ 76,416
Bitumuls	Gal	56,348	56,984	57,000	.121	6,897
Coal	Ton	42	37	50	25.00	1,250
Concrete Mix	Ton	992	972	1,000	3.69	3,690
Concrete, Premix	Cu.Yd.	538	628	650	17.00*	11,050
Diesel Fuel	Gal.	846	517	1,000	.123	123
Fuel Oil #300	Bbl.	60	60	60	3.31	199
Gravel	Ton	25,596	25,417	25,500	2.36	60,180
Gravel, Birdseye	Ton	0	0	200	2.50	500
Gravel, Top	Ton	14,233	14,213	15,000	2.57	38,550
Gravel, Top	Ton	699	679	700	3.80	2,660
Sand, Antioch	Ton	8,892	9,618	10,000	2.08	20,800
Stove Oil	Gal.	17,724	24,819	25,000	.14	3,500
Asphalt Plant Parts	$	2,020	1,807	3,000		3,000
Misc.Purchases	$	4,329	5,228	5,500		5,435
Tires & Tubes	$	1,798	1,612	2,000		2,000
From Stores	$	6,285	6,515	6,550		6,550
					TOTAL	$ 242,800

*Average: including Standing Time

ITEM

A — Gasoline & Oil - Automobile and truck mileage for 1959-60 and 1960-61 and as anticipated for 1962-63 is as follows:

	Operated 1959-60		Operated 1960-61		Estimated 1962-63	
	Units	Mileage	Units	Mileage	Units	Mileage
Passenger cars	5	42,988	5	44,214	6	50,000
Light trucks	8	60,662	8	61,679	8	60,000
Medium trucks	11	43,826	11	57,197	11	55,000
Heavy trucks	26	179,767	26	172,360	26	175,000

Gasoline and oil for other than automobiles and trucks during 1959-60 and 1960-61 and as estimated for 1962-63 is as follows:

		1959-60	1960-61	1962-63
Gasoline	Gals	17,144	19,910	19,000
Oil	Qts.	1,700	1,836	2,000
Kerosene	Gals	20,422	18,660	20,000

Requested by Department $23,100

Approved by Road Commissioner $21,500

B — Pavement Breakers (1) - (Replacement)
To replace worn out Ingersoll-Rand Pavement Breaker, serial No. 622062.

Estimated cost of new unit	$550
Estimated trade-in value of old unit	nil
Budget request	$550

C — Power Roller, 3-5 Ton (Replacement) - To replace 1949 Wheeler Roller #820, which is in need of a complete overhaul. (Replacement recommended by Purchaser of Supplies).
Shop costs on #820, Motor #CE 56827 have been $4588 through August 1961. Original costs were $2575

Estimated cost of new unit	$6150
Estimates salvage value	150
Budget request	$6000

D — Barricades (Replacements) - To replace 50 movable barricades damaged beyond repair.

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ITEM

A Air Compressor (Replacement) - To replace 1949 DeVilbiss Stationary Compressor at the Municipal Asphalt Plant. This compressor is in need of a complete overhaul; replacement parts are very difficult to obtain.

Original cost of compressor	$ 600
Estimated cost of overhaul	900
Cost of new unit	1350
Estimated value of old unit	50
Budget request	$1300

B Dump Truck (Replacement) - To replace 1953 GMC dump truck #786, which is in need of a complete overhaul. This 5.5 cu.yd. dump truck would be replaced by a 7.9 cu.yd. dump truck. (Replacement recommended by Purchaser of Supplies).

No.	Motor No.	License No.	Original Cost	As of 6-30-61 Shop Cost	Mileage
786	V42613767	56485	$ 7308	$ 3439	56,050

Estimated cost of new unit	13,000
Estimated salvage value	300
Budget request	$12,700

C 1 Automobile (New) - Intermediate
To provide transportation for porposed Assistant Superintendent if approved.

D Equipment Summary

Priority	Unit	New	Replacement	Cumulative Total
6	Automobile - 1	$ 1,975		$ 1,975
4	Pavement Breaker - 1		$ 550	2,525
1	Dump Truck - 1		12,700	15,225
3	Tandem Roller - 1		6,000	21,225
2	Compressor - 1		1,300	22,525
5	Barricades - 50		650	23,175

	Approved 1961-62	Recommended 1962-63	Change
New	$ -	$ 1,975	+ 1,975
Replacements	26,680	21,200	- 5,480
Total	$26,680	$ 23,175	- 3,505

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Form 4160

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - BUREAU OF STREET REPAIR — Index Number 681 — Sheet Number 9

ITEM

A Accident Compensation, Hospitalization, etc.
To provide for the compensation and/or treatment of workers injured while on the job.

Total Payroll $2,013,894 x .0075 = $15104

B Automobile Insurance
Automobile Insurance - Amount $8330.00 insurance requirements on automobiles and trucks of the Special Road Improvement Fund for the fiscal year 1962-1963. Requirements based on the allowance of $7573.00 for 1961-1962 fiscal year, plus 10% for possible increase. This is in accordance with request of the Purchaser of Supplies.

C Retirement Allowance - Road Fund
Allowance required for budgeted employees - Road Fund - Fiscal year 1962-63:

Salaries & Wages		Col. 9
2.681.110.000		57712
111.000		160
112.000		960
120.000		500
130.000		1071669
900.000		25199
2.683.110.000		235989
111.000		2600
112.000		207
120.000		4000
900.000		2682
298.000	Building Repair	166760
298.000	Dept.of Electricity	217890
2.684.260.000		19672
2.686.110.000		8940
111.000		500
112.000		216
120.000		358
130.000		17342
130.009		175185
900.000		5253
		2,013,894
Retirement rate x		6.236%
		125,586

D Social Security - Employer's Tax

	1962-63 Request	Number of Employees Exempt	Net
Street Repair - Per diem	146	35	111
Tree Planting - Per diem	28	5	23
Street Repair - Monthly	6	3	3
Tree Planting - Monthly	1	-	1
Traffic Engineering - Monthly	31	7	24
Budget Transfer			
Accounts - Clerical	7	1	6
Street Cleaning - Gardener	1	-	1
Bldg. Repair - Traffic Painting	21	8	13
Dept. of Electricity - Traffic Signals	22	-	22
			204
* Plus 13.95% account of turnover			28
		Total	232

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(Continued)

D Social Security - Employer's Tax (CONTINUED)

232 Employees - 1/2 year - $150 year (3 1/8% of $4800) - $17400
232 Employees - 1/2 year - 174 year (3 5/8% of $4800) - 20184
$37584

* Average of 225 jobs replaced each year out of total of 1613 jobs:

$\frac{225}{1613}$ = 13.95% Turnover of permanent jobs each year.

A Health Service System

Allowance for medical plan:

Amount requested recommended by the Health Service Board.

B Services of Other Departments - Bureau of Accounts

To provide for clerical and bookkeeping services necessary for the operation of the Bureau. No change in service from that provided in 1961-62.

1 - Clerk-Typist	12 mos. @ $436.00	$ 5,232
Holidays	4 days @ 30.19	121
2 - Accountant I	12 mos. @ $556.00	13,344
		$ 18,697

C Services of Other Departments - Bureau of Street Cleaning
To provide for the care of certain planted areas in City Streets. No change in service from that provided in 1961-62.

Gardener 1 - 252 days @ $25.80 $6502

A Annual salary increment.

B FOUR (4) DRAFTSMEN, CIVIL - NEW
At the request of the Board of Supervisors the Automotive Safety Foundation in 1957 recommended a new Department of Street Transportation which would have increased the personnel in the Division of Traffic Engineering by 36 new employees (Plan A). The Mayor's Advisory Committee recommended instead: implementation of the existing organization (known as Plan C) by a three-year increase to a total of 12 new employments. Four of these positions have already been made.

Recommended traffic functions have been officially transferred from the Police to Public Works by ordinance in July 1961. Actual transfer of most functions has now been effected, causing certain former operations to be deferred.

The new personnel requested this year will be used to meet the following problems:
Routine accident investigation has suffered because of these added duties and part of the new personnel will permit traffic safety improvements to be initiated before they become public issues. Other new personnel will allow the investigation of street openings and construction street occupancies and the issuance of permits based upon traffic studies. This activity is not adequately being handled now because of personnel shortage and results in much congestion delays, accidents and excessive complaints by the public.

In accordance with the Mayor's Advisory Committee recommendations and experience with increased functions of this Division the following changes in personnel are requested:
Requested by Department 4 new positions.
Approved by Chief Administrative Officer 2 new positions.

C Now employee at lower rate.

D ALLOWANCE FOR OVERTIME
Services of Junior Engineer to supervise traffic striping on heavy traffic streets which must be done on Sundays. Supervision is only required either for new striping layouts or complex changes in striping. Supervision will be needed for 4 hrs. on each of an estimated 25 Sundays.
100 hrs. @ $5.57 per hr. $557

Services of Asst. Engineers I to check peak hour traffic conditions, supervise and conduct peak hour traffic counts, speed and delay surveys and parking surveys.
280 hrs. @ $6.45 per hr. 1,806

Services of Civil Draftsmen to conduct peak hour traffic counts, speed and delay surveys and parking surveys.
70 hrs. @ $5.19 per hr. 364
This item is necessary because of the ever increasing need to check peak hour traffic volumes and conditions. Experience also indicates that previous budget appropriation was not sufficient for this work.

Requested by Department $2,727
Approved by Chief Administrative Officer $2,600

E HOLIDAY PAY
Services of a man to work on holidays when budget employees do not work, but per diem men work. To be used in conjunction with traffic striping supervision.

In accordance with the Salary Standardization Ordinance passed July 1957, the holiday pay rates were increased from straight time to time and one-half.

4 holidays for one F-404e - Asst. Engr. I
Oct. 12, 1962
Nov. 6, 1962
Nov. 12, 1962
Feb. 12, 1963

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A TEMPORARY SALARIES

Statistical Studies

Funds for hiring temporary personnel will be used for the following traffic studies.

High Nighttime Pedestrian Accident Locations:

Pedestrians accounted for 63 percent of the fatalities and approximately 20 percent of the total injuries occurring in traffic accidents in 1959. A significant number of these fatalities and injuries occurred during the period of darkness. By checking over three years of accident records, a researcher will determine what are the high nighttime pedestrian accident locations and also determine site conditions. This information will be used by staff engineers to work out a program of improved safety lighting and channelization to alleviate the hazards at these locations.

Research on Traffic and Parking Generation of Multi-Apartment Buildings

Because of public concern on the effect on traffic movement, the Bureau of Engineering is often requested by the Department of City Planning to furnish a professional opinion as to the parking and traffic generation that will be caused by the erection of proposed multi-story apartment buildings. Background information available on the subject is somewhat sketchy and dated. It is proposed to correct this deficiency by assigning a researcher to collect and analyze data regarding the amount of automobile trips and parking generated by various apartment houses in San Francisco.

Services of Class F102A Draftsman, Civil, for an accumulated total of three and one-half (3½) months estimated at $2,000.

$2,000 was approved in the 1961-62 Budget for research on 47,000 single car accidents occurring midblock. This study will lead to the improvements of roadway surface, crown of the road, super-elevation and geometric design. Since this amount of money is just sufficient to supply part-time employees, there has been delay in making arrangements with Civil Service as to the method of employing qualified personnel. This has now been accomplished, and it is hoped that experienced university transportation engineering students will be available after the first of the year. They may not, however, be available until the beginning of the 1962-63 fiscal year because of school commitments. For this reason, a duplication of this amount $2,000 is requested, with the understanding that it will not be spent if the project can be completed in this 1961-62 fiscal year.

B CAR FARE AND TELEPHONE

Car fare to check signal operations, traffic sign installations, study of off-peak traffic conditions at various locations in the City, and for messenger service.

C TRAVEL EXPENSE

By whom:	Traffic Engineer	
(1) Purpose:	Annual Conference, Western Section & National Institute of Traffic Engineers	
Membership:	Ordinance No. 4942 and 618-59	
Date:	August 13-17, 1962	
Place:	Denver, Colorado	
Amount:	Transportation	$153.00
	Registration	35.00
	5 days @ $20.00	100.00
		$288.00
(2) Purpose:	Governor's Traffic Safety Conference, 1963	
Date:	Not set	
Place:	Not set	
Amount estimated $110		

D MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

To cover maintenance and repair of two trucks and two sedans as listed below:

Two (2) light passenger, DPW #21 - #421-001
Two (2) light trucks, DPW 665 and 693

DPW No. 665 is assigned to the Bureau of Building Repair for the use of the Street Sign Maintenance Work performed for the Traffic Engineering Division.

Experience in the past five (5) years shows that the cost of Maintenance and Repair per year is $1,020.

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FORM 4550

C CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - TRAFFIC ENGINEERING

Index Number 683 Sheet Number 3

A CRANKCASE BLOW-BY DEVICES

As per letter dated November 1, 1961, from Ben Benas, Purchaser of Supplies, this device is to be included on all vehicles not scheduled for replacement in the 1962-63 Budget.

Furnish and Install on 3 Vehicles	$48
Maintenance Labor and Parts	10
	$58

B TIRE RECAPPING

	Tires	Tubes	Recaps	Amount	
683-#21	4	4	2	$ 82.00	
683-#565	4	5	2	115.00	
683-#693	2	4	2	60.00	
421-#001	4	4	2	90.00	$287.00
		Less new tires and tubes			-246.00
		Balance for recaps			$ 41.00

Estimate made by Tire Shop foreman.

C OFFICE EQUIPMENT - MAINTENANCE AND REPAIRS

Maintenance, servicing, and overhauling of following office equipment in conformity with service agreements arranged by the Purchaser of Supplies:

Dictaphone Dictator	@	$26.26 per year
" Transcriber	@	26.26 " "
Thermo-Fax	@	40.00 " "
Remington Rand Adding Machine	@	28.44 " "
5 Manual Typewriters ($2.00 per inspection every 2 months X 5)		60.00 " "
Electric Typewriter		35.00 " "
1 DeJur-Grundig Stenoretto		26.26 " "
6 Stopwatches @ $5.00 ea.		30.00 " "
Appropriation - 1.683.200.000 O.E. 218		$272.22

D BLUEPRINTS PHOTOS REPRODUCTION P/S

Blueprints of plans for traffic signs, signals, striping, channelization, traffic control devices, etc., for the use of the Traffic Engineering Division, Police Department, and the Department of Electricity. Reproduction of standard forms, plans, etc., for use in routine office functions. Photographs of before and after conditions of locations that have been changed by minor and major traffic control improvements. The increase in this request is based on the expenditures of the first six months of 1960-61 and the increase in cost of labor and materials, plus an increase in our reproduction needs.

E I.B.M. LABOR AND MATERIALS B/A

IBM records of city-wide striping and traffic sign installations are necessary to show when and where striping and signing have been done, to keep unit costs, and to have records needed as evidence in case of lawsuits and claims against the City.

IBM records of vehicle accidents provide valuable information leading to engineering studies of high-rate accident locations, installation of corrective measures, and subsequent studies investigating the effectiveness of corrections and need for modifications. The records enable early recognition of newly developed accident problem locations caused by changes in traffic patterns.

IBM records of traffic signs are invaluable to the Department in the saving of manpower otherwise required for inventory, maintenance, and research in connection with claims against the City.

The increase in salaries plus expansion in the use of IBM is due to normal city growth and an expected 10 percent increase in IBM reports.

A SUBSCRIPTIONS - NEWSPAPERS AND MAGAZINES

Subscription to newspapers and traffic engineering magazines, proceedings, and regular reports of traffic research committees or associations.

Traffic Engineering Magazine		$ 3.50
Proceedings, Institute of Traffic Engineering		1.50
Automotive Industries:		
Statistical Issue & Products Guide	$2.00	
National Automobile Show Issue	1.50	3.50
Morning newspaper		27.00
Evening newspaper		18.00
National Parking Association Publication		25.00
Highway Research Board Proceedings:		
National Academy of Sciences		
National Research Council		10.00
		$88.50

B ENGINEERING SERVICES - BUREAU OF ENGINEERING

For services of Electrical, Highway and/or other Sections, Bureau of Engineering, in connection with studies of intersections, channelization and signal operation needed for preliminary information about proposals which may not lead to establishment of a project.

The specific type of investigation and the Section making the investigation cannot be anticipated or predetermined because the planning needs are variable in nature and may be electrical, structural, or of other engineering specialty.

Previous examples of this work included the possible use of radio, radar, video, and hydraulic lane separators in traffic control.

C AUTO MILEAGE - EMPLOYEES CARS

Required to cover mileage for four men who use their own automobiles in the performance of their duties in the Division.

2 cars @ .07 - 1370 miles	=	$94.50
2 cars @ .10 - 1550 miles	=	155.00
		$249.50

The increase in our workload and more outside or field work being necessary is the reason for the request for an increase.

The increase in workload of the Division, coupled with the increasing volume of traffic which tends to compound the traffic problem, continues to require more and more field checks and observation by employees. Because vehicles assigned to the office are out more often, attendance to the traffic problems requires employees to use their own cars more frequently. If the increase is not granted, it means that projects will suffer delay and certain studies necessary for the projects will not be made. The availability of several employee cars is both cheaper and provides more flexibility than additional City-owned vehicles.

D MAINTENANCE & REPAIR OF AUTOMOTIVE EQUIPMENT

For the maintenance and repair of twelve vehicles used in connection with the maintenance and repair of traffic signals: 12 Vehicles require $3140 based upon average expenditure of $261 per vehicle per year for the last five years. Note: This item previously was transferred to the Department of Electricity but Purchaser of Supplies has requested that it remain in the Traffic Engineering Budget for transfer to Purchaser.

E TRAFFIC SIGNALS & DEVICES - ELECTRIC POWER P/U

Requested by Bureau of Light, Heat and Power, Public Utilities Commission.

F CURB PAINTING - BUREAU OF BUILDING REPAIR

To denote restriction on curb parking red, yellow, white, green, and taxi stands.

FORM 4880

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - TRAFFIC ENGINEERING — Index Number 683 — Sheet Number 5

A SIONAL MAINTENANCE - DEPARTMENT OF ELECTHICITY

For services of Department of Electricity for maintenance and repair of traffic signals:

Labor	$217,890	
Materials & Supplies	49,979	
Contractual Services	2,321	$270,190
Less $800 to be transferred from Bridges & Tunnels for maintenance of traffic control and fire alarm systems in Broadway Tunnel		- 800
		$269,390

B SCHOOL PEDESTRIAN LANES - BUREAU OF BUILDING REPAIR

Painting of School Pedestrian Lanes (incl. words)

C TRAFFIC STRIPING - BUREAU OF BUILDING REPAIR

As per work program for traffic striping for 1962-63.

D TRAFFIC SIONS - MAINTENANCE & RELOCATION - NEW INSTALLATIONS

Sental of two trucks, inoluding driver for each truck, $722. per month each =	$17,328
Maintonance & Solocation @ $1,000 per month =	12,000
Now Signs, Hardwaro, eto.	15,672
	$45,000

As of July 1st of the Fiscal Year, $29,328 is automatically obligated by the nature of the agreement entered into by the Purchaser of Supplies and the California State Automobile Association.

This money is subject to an agreement botween the City and County of San Francisco through the Purchaser of Supplies thereof and the California State Automobile Association. It is negotiated each July 1st for a period of one year, and payments under this agreement cannot exceed the full amount of this appropriation as finally approved.

The truck rontal is set by the Public Utilities Commission of the State of California as contained within City Carriers' Tariff No..1-A. The method of sotting up the funds for truck rental is an Encumbrance Request which encumbers the entire amount allowed for truck rental for the fiscal year and a request for payment is issued each month to apply against the encumbrance, subject to change by order of the Public Utilities Commission.

Under the heading Maintenance and Relocations, a Purchase Order is issued to the "Association" the first of each month for $1,000, and the "Association" bills against this Purchase Order each month. The "Association" does not furnish new signs or new installations which require hardware, wood or pipe standards from this Purchase Order.

Under the heading "New Signs, Hdwe. etc." the "Association" does furnish new signs, hardware, and permanent wood or pipe standards but does not furnish any "Portable" sign bases, cast iron or cement, or any standards required for any type of "Portable" sign used as a "Traffic Sign". Therefore, money should be available in this appropriation to purchase these items from sources other than the California State Automobile Association.

The "City Carriers' Tariff #1A" has been used as a basis for truck rental by the P/S and the California State Automobile Association.

SEASONAL REGULATORY TRAFFIC SIGNS

At certain locations such as Candlestick Park and some neighborhood shopping districts, the City is faced with a problem in regard to parking restrictions. The restrictions are of a temporary nature and are needed only on certain days of the year (the dates vary from year to year); therefore, signs with permanent legends cannot be used. As a result, temporary cardboard signs with dates during which the restrictions are in force have been mounted on steel signs which denote the type of parking limitation in effect.

Without the cardboard calendar inserts in the Candlestick Park signs, the NO STOPPING signs have no legal effect; therefore, if traffic is to be kept from extreme congestion, the calendar inserts are absolutely necessary.

(continued)

SEASONAL REGULATORY TRAFFIC SIGNS (CONTINUED)
The temporary parking limit signs for the Christmas holiday in the neighborhood business districts are needed to provide expanded shopping parking space during the period of high parking demand at no added capital cost for offstreet parking to either the City or to the merchants. These signs cause the all-day parkers to move to locations farther removed from the business districts during the period when the curb space that they usually occupy is needed by the shopper. It is contemplated that eight shopping districts and 400 cardboard signs will be needed for the Christmas holiday period in 1962.

Estimated for Candlestick Park	$2,100
Estimated for Temporary Holiday Parking	900
Requested by Department	$3,000
Approved by Chief Administrative Officer	$2,500

TRAFFIC CONTROL DEVICES - MAINTENANCE AND REPAIR
This item is retitled. It formerly contained money for NEW minor traffic control devices which has now been added as a new budget item and accordingly reduced in this item. See "Traffic Control Devices - New, Modifications, and Reconstruction" Code 500.

This appropriation is used for maintenance and repair of miscellaneous traffic control devices not provided for elsewhere. Such items as pavement bars, portable signs, pedestrian barricades, bus zone signs, and other items are repaired out of this account by the Bureau of Building Repair.

STREET NAME SIGN MAINTENANCE & NEW SIGNS - LABOR & MATERIALS
This appropriation provides the equivalent of three men for the purpose of keeping over 12,000 street name signs in repair, to clean these signs as becomes necessary, to relocate signs as channelization and improvements are made, and to install new signs where a contract is not mandatory. This work requires the services of the cement shop, the carpenter shop, the plumbing shop, and the paint shop.

It is necessary to maintain a supply of street name signs and hardware for replacements due to accidents and the deterioration caused by the moist and heavy salt-laden air especially in the Sunset and Richmond Districts. Malicious mischief also plays a part in this replacement need.

A work order is issued to the Bureau of Building Repair each quarter for $6,000 which accounts for $24,000 of this appropriation.

New signs complete with street sign hardware assembly consisting of 1 tie bolt, 1 pole cap, 1 90° fixed angle separator, 2 spacers, 1 top frame clamp, and 1 finial must be purchased as new districts open up and new streets are created.

Because this account was reducted by $6,000 for the 1961-62 Budget, it will be necessary to request a supplemental appropriation to complete this work for 1961-62.

A TIRES AND TUBES
New tires, recaps, and tubes required for four (4) vehicles as listed below: (683)-565 is assigned to the Bureau of Building Repair to be used for street sign maintenance work performed for the Division of Traffic Engineering).

	Tires	Tubes	Recaps	Amount	
683-#21	4	4	2	$ 82	
683-#565	4	5	2	115	
683-#693	2	4	2	60	
421-#001	4	4	2	90	$287
Less for Recaps					41
Balance for new tires and tubes					$246 Requested by Department
					$200 Approved by Chief Administrative Officer

B GASOLINE AND OIL P/S
Gasoline and oil required to operate four (4) vehicles; Two (2) light passenger cars, Two (2) light trucks.

C STATIONERY AND OFFICE SUPPLIES
Miscellaneous stationery and office supplies necessary for the operation of the Division. The increase in use of Thermo Fax as standard copying procedure and the increase in cost of supplies justifies this request.

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A DRAFTING SUPPLIES
Drafting supplies necessary for the operation of the Division

B EQUIPMENT - DIVISION OF TRAFFIC ENGINEERING (NEW)
Two (2) Drafting Tables. Subject to approval of new employments.

C EQUIPMENT - TRAFFIC ENGINEERING OFFICE (NEW) .
Two (2) Cramer Drafting Stools. Subject to approval of new employments.

D EQUIPMENT - DIVISION OF TRAFFIC ENGINEERING (NEW)
Two (2) Incandescent desk or drafting table lamps. Subject to approval of new employments.

E EQUIPMENT, TRAFFIC ENGINEERING DIVISION, OFFICE (NEW)
Seven (7) Incandescent lamps requested by personnel for adequate light on desks both clerical type and drafting table type standards.

F EQUIPMENT - DIVISION OF TRAFFIC ENGINEERING - OFFICE (NEW)
One (1) electric fan or circulator to replace the electric fan loaned to the office by Mr. Shoaf. This fan is needed to move the hot, foul air that is in the vicinity of the general-clerk's desk, which is in the central part of the building.

G EQUIPMENT - DIVISION OF TRAFFIC ENGINEERING - OFFICE (REPLACEMENT)
One (1) all steel secretarial posture chair, No. 1023, brown finish, brown Claremont fabric upholstery, seat and back, for the B228 Senior Clerk.

The existing chair is a re-conditioned chair which cannot be adjusted to give good seated posture, and the seat upholstering is much too thin for practical working comfort.

H EQUIPMENT, TRAFFIC ENGINEERING DIVISION, OFFICE (REPLACEMENT)
One (1) Arm Swivel Chair for desk requested for one Junior Engineer presently using a drafting table and chair.

I EQUIPMENT, TRAFFIC ENGINEERING DIVISION, OFFICE (REPLACEMENT)
One (1) 34" x 60" Clerical Desk, double pedestal. This desk to be used by one Junior Engineer, Civil, presently using a drafting table which will be used to replace an old makeshift drafting table now in use.

J EQUIPMENT - DIVISION OF TRAFFIC ENGINEERING - OFFICE (NEW)
Two (2) Dictaphone foot controls for the Model 6 Dictaphone Transcriber unit. ($25 + $1 tax, each = $52 in all).

These additional foot controls are requested to provide a permanently located foot control at each transcriber's desk. Transcription duty is alternated; and, when the transcriber unit is moved, cords must be detached and plugged in at inconveniently located sockets that requires considerable writhing and contortion on the part of the operator.

K EQUIPMENT - OFFICE - REPLACEMENT
One (1) Dictaphone Electronic Dictating Machine. The present dictating machine TMA, Serial #759941, was purchased June, 1950. This machine's age, coupled with the fact that it is one of the first of its type, indicates a recommendation for a trade-in. Machines of this model have a depreciation schedule of approximately ten (10) years. This information given by Mr. Fairclough of Dictaphone Company. The service man has been called on an average of once a month since July of this year, and we have been advised that the dictating machine could go completely out of commission any time now.

This is an essential piece of equipment, because most of the correspondence in this office is handled through this machine as a time saver; and, therefore, the machine is in almost constant use by eight traffic engineers.

L EQUIPMENT - DIVISION OF TRAFFIC ENGINEERING - OFFICE (REPLACEMENT)
Two (2) manual typewriters, pica type, standard keyboard, colors as selected. Application--correspondence, report work, stencil work, and tabulation. The machines to be replaced are Remington standard typewriters, no City and County of San Francisco property numbers, Remington No. J-2386430 and No.J-2386462, both bought in 1953. On both machines the type is worn, the line and letter spacing is uneven, and some of the characters require a second or third strikeover to make a complete and legible printing. The machines feed paper out of alignment, causing carbons and tissues to crinkle. The ribbon reverse mechanisms stick and need constant attention. The action of the machines is stiff, and the platens are worn.

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Form 4890

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - TRAFFIC ENGINEERING — Index Number 683 — Sheet Number 8

A EQUIPMENT - DIVISION OF TRAFFIC ENGINEERING - OFFICE (REPLACEMENT)
Six (6) Model RC "Streeter-Amet Co." Traffic counters, complete with battery roadtube and installation accessories. Estimated cost $410.00 each, plus tax.

The Department's traffic counters were originally purchased at two times, approximately ten and fifteen years ago. As a result of age, the parts have been breaking down. This in turn causes higher maintenance costs and also results in lost time and manpower on traffic surveys, since the traffic counts must be taken over when the machines fail.

B TECHNICAL BOOKS AND PUBLICATIONS
Technical books - Traffic Engineering
Reference " "
Traffic Engineering Manuals

C TRAFFIC STRIPING - BUREAU OF BUILDING REPAIR (NEW)
Bureau of Building Repair to construct a mechanical type hand striper for use on curb painting trucks, for more efficient use of personnel and vehicles, also to permit a more uniform type of paint application. Cost of this unit estimated by the Shop to be $800.

This is a duplicate of an existing type of striper built by the Shop several years ago and in constant use painting pavement, bus zones and intersection guide lines.

It is intended to replace the painting of red curbs for bus zones using a controlled spray gun and replacing the existing hand brush and paint bucket operation.

D 1 - 3/4 TON TRUCK WITH UTILITY BODY (REPLACEMENT)
Replacing 1955 Chevrolet 3/4 ton Pick-Up, Serial No. - Motor No. 2356F55UA, Lic. E56506, Milenge 74,381, used by Traffic Sign Shop.
Estimated cost of Replacement: Chassis $2500
Utility Body 1000 $3500 — Special S-48 Utility, for use in the maintenance and repair of Street and Traffic Signs.
Estimated Trade-in Allowance 50
$3450

E EQUIPMENT - BUREAU OF BUILDING REPAIR (NEW)
One (1) 3/4-ton chain puller for lifting, pulling, dragging, and stretching horizontally or at any angle.

*The primary purpose of this machine is to straighten sign poles in place at job site. At the present time, the street sign poles are being straightened by backing the street sign truck into the posts.

This equipment is available at: A. J. Olessner, 975 Bryant Street.

*This equipment operates as a jack based on the pole and applying pressure on a chain clamped to the pole or rod to be straightened.

F ONE (1) STEEL STOCK CART (NEW)
This stock cart is urgently needed for handling our heavy traffic signal dispatchers and controllers in the traffic shop.

G ONE (1) 6-INCH, 1/3 H.P. BENCH GRINDER (NEW)
This grinder will be mounted on a work bench in our traffic signal assembly shop in our California Street Warehouse. At this shop traffic signal equipment damaged on the City streets is reclaimed. Salvageable parts are reassembled into usable components, however many parts such as controller cabinet doors and signal head doors are not always interchangeable from one unit to another without a great deal of fitting. The availability of this bench grinder will expedite the work in our traffic signal assembly shop.

H ONE (1) SET OF LITTLE GIANT BOLT DIES (SET NO. 8) (NEW)
This set of bolt dies is needed for use in our traffic signal assembly shop at 1745 California Street. At the present time when holes need retapping or bolts need to be rethreaded the parts are taken to our machine shop at 264 Golden Gate Avenue. This is time consuming and uneconomical.

A ONE - 5" PORTABLE ELECTRIC GRINDER (NEW)
This portable electric grinder is urgently needed to expedite the repair of traffic signal detector frames on the City streets. After damaged parts have been welded it is necessary to smooth off the high spots so that the detector pads fit properly in the frame. At the present time a hammer and chisel are used for this process, which is time consuming and uneconomical.

B TWO 8 FT. WOODEN STEP LADDERS (REPLACEMENT)
These ladders required to replace 2 ladders used by our traffic signal Electricians which are worn and deteriorated to such an extent that they are no longer safe to use. 2 deteriorated ladders will be turned in to the Purchaser when the new ladders are received.

C ONE PORTABLE ELECTRIC GENERATING PLANT, 1500 WATT (NEW)
This portable electric generator will provide the emergency electric power in the field urgently needed by our traffic signal maintenance personnel, and will be used to operate our heavy duty electric drills and portable electric grinder. It will also provide emergency lighting when required.

D ONE 9-GAL. PORTABLE AIR TANK WITH 5 FT. AIR HOSE, SHUT-OFF CORK, PRESSURE GAUGE AND LEVER TYPE BLOW GUN (NEW)
At present when working on pressure detector frames in the street the only means available to remove the dirt that collects in the bottom of the bolt holes is to use a battery filler syringe or tire pump. Neither method is satisfactory as there is not enough pressure to loosen or remove the packed dirt. This portable air tank will provide adequate pressure for the purpose intended. This tank can be filled at any gas station and can also be used for inflating tires in the field.

E TWO TWO-WAY MOBILE RADIO EQUIPMENTS (NEW)
Complete with selective call features for installation in Department of Works vehicles assigned to traffic signal maintenance.
Note: Although this program was approved in the 1960-61 Budget the funds allowed in the 1960-61 Budget and in 1961-1962 Budget have been sufficient to provide only the radio dispatch control unit and two-way mobile radio equipments for 6 vehicles. 4 Additional units are required to equip the remaining traffic signal maintenance vehicles with two-way mobile radio equipment.

F ONE 6-CYLINDER, 3/4 TON TRUCK WITH SPECIAL BODY AND WORKING PLATFORM (NEW)
One 6 cylinder, 3/4 Ton, Chassis and Cab with special built paint storage compartment, elevating work platform, access ladder and necessary safety features, all equipment listed as standard and all accessories required by law, and flashing red beacon light on top of body.
This truck is required to provide transportation and working equipment for an additional painter being requested in the 1962-1963 Budget to keep abreast of the necessity to preserve signal equipment by systematic repainting. In the past 8-1/2 years traffic signal installations have increased from 340 to 689 intersections.

Repainting the traffic signals is a continuously enlarging field operation not only because of this growth, but also as the signals get older they require more preparation to counteract the effects of corrosion. The elevating platform is necessary for the men to be able to reach safely those signal heads throughout the City which are mounted on taller than standard posts.

Estimated cost of chassis and cab	$2,450
" " " platform and ladder	1,500
" " " storage compartments	400
	$4,350

G ONE 6-CYLINDER, 1/2 TON, TRUCK WITH SERVICE AND MAINTENANCE BODY (REPLACEMENT)
One 1/2 Ton Chassis and Cab with all equipment listed as standard and all accessories required by law, 60 amp. heavy duty 110 volt A.C. alternator-generator and transformer, an all-enclosed service and maintenance body including overhead ladder trough, two elevated flashing red beacon lights, and cab platform. To replace a traffic signal maintenance truck which has 50,600 miles of service and is 10 years old.

Estimated cost of chassis and cab	$1,750
" " " alternator-generator	200
" " " body	800
" " " cab platform	200
	$2,950

Trade-in:
1951 Ford, 1/2 Ton, Truck with service and maintenance body
License E-71337, Engine No. P1H1 RH 12968, DPW No.683-571
This has been approved and appraised by the Purchasing Shop

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Form 4290

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS - TRAFFIC ENGINEERING

BUDGET EXPLANATIONS

Index Number 683

FISCAL YEAR 1962-63

Sheet Number 10

A ONE 6-CYLINDER, 1/2 TON, TRUCK WITH SERVICE AND MAINTENANCE BODY (REPLACEMENT)
One 1/2 Ton Chassis and Cab with all equipment listed as standard and all accessories required by law, 60 amp. heavy duty 110 volt A.C. alternator-generator and transformer, an all-enclosed service and maintenance body including overhead ladder trough, two elevated flashing red beacon lights, and cab platform. To replace a traffic signal maintenance coupe which has 60,100 miles of service.

Estimated cost of chassis and cab	$1,750
" " " alternator-generator	200
" " " body	800
" " " cab platform	200
	$2,950

Trade-in: 1953 Chevrolet Coupe
License E-56335, Engine No. LAA 1100952
DPW No. 683-120
This has been approved and appraised by the Purchasing Shop.

B TEN 5 POUND DBY CHEMICAL FIRE EXTINGUISHER (NEW)
This equipment will be installed on our traffic signal maintenance vehicles and is essential due to the increasing number of gas explosions and fires occurring in Pacific Telephone and Telegraph manholes and traffic signal controllers in recent years.

C SUMMARY OF EQUIPMENT

PRIORITY	TRAFFIC ENGINEERING OFFICE	NEW	REPLACEMENT
	Technical Books & Publications (Regular Item)	$ 25	$
	(A) Subject to new employments:		
	4 Drafting Tables	1,232	
	4 Drafting Chairs	240	
	4 Drafting Lamps	120	
	(B) 7 Drafting and Desk Lamps	210	
	(C) 6 Streeter-Amet Traffic Counters		2,560
	(D) 1 Fan	25	
	(E) 2 Dictaphone Foot Controls	52	
	(F) 1 Dictaphone		406
	(G) 1 Secretarial Posture Chair		60
	(H) 2 Typewriters		500
	(I) 1 34" x 60" Clerical Desk & 1 Chair		246
	(J) 1 Stenorette with Transcribing Kit	265	
	Total Traffic Engineering Office	$2,169	$3,772
	BUREAU OF BUILDING REPAIR		
1.	Hand Striper	$ 800	$
2.	Truck and Utility Body		3,500
3.	One 3/4 Ton Chain Puller	75	
	Total Bureau of Building Repair	$ 875	$3,500
	DEPARTMENT OF ELECTRICITY		
	1 Six Cylinder 3/4 Ton Truck	$4,350	
A	4 Two-Way mobile radio equip.	3,360	
A	1 Six cylinder 1/2 ton truck		$2,950
B	10 Five pound dry fire extinguishers	180	
B	1 Six cylinder 1/2 ton truck		2,950
C	1 Five inch portable electric grinder	89	
C	1 Six cylinder 1/2 ton truck		2,950
D	1 Portable electric generator	450	
D	2 Eight foot wooden stepladders		20
E	1 Nine gal. portable air tank	50	
F	1 Six 1/3 H.P. bench grinder	81	
G	1 Set No. 8 little giant bolt dies	81	
H	1 Steel stock cart	35	
	Total Department of Electricity	$8,676	$8,870

Requested by Division of Traffic Engineering $27,862
Approved by Chief Administrative Officer $22,121

A TRAFFIC SIGNAL WAREHOUSE RENT - REAL ESTATE DEPARTMENT
This amount is 50 percent of the rent for a warehouse at 1745 California Street being used by the Department of Electricity for traffic signal maintenance.

B SERVICES OF OTHER DEPARTMENTS - ONE (1) STOREKEEPER
1/2 Salary of Storekeeper assigned from the Purchaser of Supplies to the Department of Electricity for Traffic Signal stock maintenance and control.

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A STUDIES & REPAIR OF SLIDE AREAS INCLUDING EMERGENCY WORK

Recording drainage flows and depths of water in borings as necessary for the slide areas listed below and making investigations and reports, preparing plans, specifications and estimates of cost for drainage or other facilities as necessary to protect existing public and private improvements such as roadways and structures at these locations or within new slide areas which may develop during the year.
(This item was budgeted for 1961-62 in appropriation No. 1.684.500.039).

Work to be done consists of: Continuing inspection and surveys at existing or developing slide areas	$ 8,000
Investigations requested by other departments and in response to public complaints	2,000
Preparation of plans, specifications and estimates as necessary for unforseeable emergency work that might be necessary as it has bsen during the past several years at El Camino Del Mar, Union and Calhoun Streets, Ingerson Avenue, Harkness Avenue, Castenada, Twin Peaks Boulevard, Bache Street, Foerster Street and other locations	10,000
Location of Slide Areas: Market and Olendale, O'Shaughnessy Blvd., Parker Ave., Anza St., Orand View Ave., San Jose Ave., Farmer's Market, Cayuga and Seneca Ave., Ingerson Ave., and Griffith St., Bret Harte School, Twin Peaks Blvd. at Panorama Drive, El Camino Del Mar, Foerster St., Candlestick Stadium Access Roads	5,000
	$25,000

Making investigations and reports, preparing plans, specifications and sstimates of cost for repairing and maintaing existing drainage or other facilities in the slide areas listed below.

Preparation of plans, specifications and estimates as necessary for unforseeable maintenance or repair emergency work that might be necessary as it has been during the past several years at El Camino Del Mar, Union and Calhoun Streets, Ingerson Avenue, Harkness Avenue, Castenada, Twin Peaks Boulevard, Bache Street, Foerster Street, and other locations.

REPAIRS AND INSPECTION OF COUNTY ROAD STRUCTURES

Miscellaneous repairs, painting and inspection, to include repair of pedestrian underpasses and overpasses, bridges, viaducts and walls, including repair of sidewalks, guard rails, balustrades, railing, stairways, sills, underpinnings and drainage appurtenances, cleaning of exposed steel and backplastering, removal of loose plaster, rspair and replacement of gates, and other miscellaneous work.

Necessary for the maintenance of the structures. Maintenance and repair work should not be deferred, because some of the work is necessary for the welfare and safety of the public and vehicular traffic. City may be subject to damage suits if structures are unsafe. In addition, if work is deferred, rising costs and further deterioration increase cost.

Funds:

Miscellaneous repairs and painting as noted above	$ 7,500
Unforseen emergency repairs of damage caused by vehicular accidents or otherwise	8,000
Annual inspection of structures at 185 locations	6,000
	$21,500

BAY VIEW STADIUM ACCESS ROADS - REAL ESTATE TAXES

To provide for payment of real property taxes to San Mateo County on properties in San Mateo County acquired for the construction and maintenance of Harney Way, the south access road to Bay View Stadium (Candlestick Park). Annual Tax - approximately $60.00 now requested.

B BOULEVARD LIGHTING (PUBLIC UTILITY COMMISSION)

To provide for the maintenance and operation of safety lights on heavily traveled major thoroughfares in order to maintain adequate visibility for night safety of motorists and pedestrians. This fund is to be used by the Bureau of Light, Heat and Power, and if it is not granted, an appropriation from ad valorem taxes must be provided or the lights must be abandoned.

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Form 4950

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - ROAD COMMISSIONER — Index Number 684 — Sheet Number 2

A SERVICES OF REAL ESTATE DEPARTMENT
To provide for obtaining preliminary appraisals and estimates of cost of proposed right of way acquisitions as a basis for a realistic request for funds. Public demands for high compensation in acquisition negotiations have caused the preparing of preliminary appraisals a complex and lengthy undertaking. Requested $3,000.00 .

ENGINEERING STUDIES - STREETS AND SPECIAL IMPROVEMENTS
To provide for financing of investigations of complaints and suggested improvements referred to the Bureau by the Mayor, Chief Administrative Officer, Director, Supervisors, Improvement Clubs, private citizens and others for which no other funds are available. $12,000.00 requested.

MAPS AND RECORDS, SURVEYS AND MONUMENT LINES
The funds required for the subject item are as follows:

One Asst. II Engineer, Civil	$16,291
One Junior Engineer, Civil	11,592
One Senior Draftsman, Civil	11,880
Two Civil Engineering Draftsman	21,566
Three Chief of Party	39,312
Three Instrument Man	35,640
Six Surveyors Field Assistant	61,560
Requested by Department	$197,841
Approved by Road Commissioner	$150,000

SURVEYS AND MONUMENT LINES, MAPS AND RECORDS

The requested funds are necessary to maintain maps and other records, as applicable, of street changes, street dedications and official street grades; to keep up to date the official City Map and the 14 section maps thereof; and to carry on the work of restoring, maintaining and expanding the City monument systems. A more detailed outline of such work follows:

Street Changes
There are 354 section maps, drawn to a scale of 1 inch to a hundred feet that, when revised up to date, serve as an immediate reference to the current status of each street in the City. The maps not only show changes in street lines, but indicate legislative and other recorded data pertinent to such changes.

With reference to the delineation of freeways and new subdivision streets, the maps are now more than three years behind schedule, and in regard to changes in other street lines, three months behind, necessitating concurrent searching of other maps and documents, at considerable loss of time to complete the pertinent data for a particular location.

Street Dedications
There is now a backlog of more than thirty street dedication maps to be prepared, sent to the Board of Supervisors for approval, and then filed in the office of the Recorder. Many of these maps will each consist of not one but several sheets, and many of the maps will require considerable research and computation before they can be prepared in their final form.

Official Street Grades
At the time that street improvement plans are prepared, the grades indicated thereon are either official grades or grades approved by the Department of Public Works. Many streets have been improved to other than official grades; because of insufficient funds, there is a large backlog of work to be done in posting approved grades on these and other streets delineated on our official grade sheets.

Our only record of street grades for many subdivisions are a copy of the original subdivision improvement maps. This grade information has never been transferred to the official grade sheets.

Official City Map and Section Maps
Revision of the official Map of the City drawn to a scale of 1 inch to 800 feet, and of fourteen section maps thereof, drawn to a scale of 1 inch to 200 feet, is a continuing process, leading to new printings of the map at intervals not to exceed 3 years. The current printed official City Map incorporates all revisions to February 1959; the tracings for the section maps, from which no official prints have been made since 1955, have been similarly revised, substantially, except for delineation of freeways and correction of Assessor's block numbers, to February 1959. The printing of a 1962 City Map requires adequate funds to bring the map up to date in the first part of the fiscal year.

(Continued)

A MAPS AND RECORDS, SURVEYS AND MONUMENT LINES (CONTINUED)

Monument Systems

Many years ago, the Bureau of Engineering set survey monuments to establish monument lines and systems throughout several districts comprising over 60 percent of the City's streets. The monument maps of five of these districts were adopted and officially recorded. Although the monument maps of the other districts were not similarly adopted as official, probably because either the monument systems or maps were not complete, the unofficial maps are the only existing means of making surveys for streets and private property in these areas.

The establishment of Redevelopment project areas necessitated a marked acceleration in establishing or checking and referencing entire monument systems in those and adjacent areas.

With the announcement that a Redevelopment project would be instituted in the South of Market Street area, preliminary reconnaissance of the monument and reference points, and related records, preliminary to a detailed survey of not only the area but of all monument systems adjacent to the area, becomes imperative.

The aforementioned type of survey, which will lead to an Official Map as was done in the Western Addition Redevelopment project area and will be done in the Golden Gateway Redevelopment project area/in addition to the Record of Survey map already filed, is a comprehensive and costly undertaking. The funds advanced by the Redevelopment Agency, adequate for the survey information required for their purposes, is not sufficient to cover the cost of the City's requirements to satisfactorily solve for the record those discrepancies and omissions revealed by such surveys. For example, a result of the Golden Gateway survey was a proper description of a portion of the Waterfront Line, a record of which had not been filed for approximately 80 years.

Since 1917, subdividers have been required to set all monuments in new subdivisions. Other districts, comprising about 150 miles of streets, have never been monumented.

In most instances, monuments have not been maintained, or their locations checked, since their original installation. Street reconstruction projects have taken a heavy toll in the destruction of survey monuments and their ties, and many other ties on buildings have been destroyed when the buildings were razed or remodeled.

Complete rehabilitation work on the monument systems of San Francisco, which must be done eventually, will become more difficult and costly the longer it is delayed.

Personnel Required

The funds requested herein are based on salaries and overhead for the following required personnel:

One	(1)	P406a Civil Engineer, Assistant II
One	(1)	P401a Junior Civil Engineer
One	(1)	P104a Senior Draftsman, Civil
Two	(2)	P102 Draftsman, Civil
One	(1)	P100 Junior Draftsman
Three	(3)	P610 Chief of Party
Three	(3)	P606 Instrument Man
Six	(6)	P604 Surveyor's Field Assistant

Changes from the 1961-62 request are the following:

1) Deletion of one (1) position of P404, Civil Engineer, Asst. I, whose position has been made Budget.
2) Reduction of one (1) P102a, Senior Draftsman, to P102, Draftsman, in the interest of economy and to afford better balance to the staff and continuity to the promotional chain.
3) Addition of one (1) P102a, Draftsman, Civil, to attempt to halt the increasing backlog of map work hereinbefore described and to assist field parties in plotting monument systems to aid solution of discrepancies and omissions therein.
4) Addition of another complete survey party to monument line work in an effort to rectify the many discrepancies and omissions revealed to date in the existing monument systems.

STREET AND HIGHWAY CONFERENCES - ATTENDANCE EXPENSE

To provide for the attendance of engineers at the Fifteenth Annual Street and Highway Conference presented by the Institute of Transportation and Traffic Engineering, and at other equally valuable engineering conferences, seminars and meetings as may take place throughout the fiscal year.

The expenditure of gas tax funds for the conferences presented by I.T.T.E. is authorized by Chapter 78, Section 4, Statutes of 1949.

$500.00 requested.

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A SUBSIDENCE SURVEYS - STREET AREAS
To provide for controlled observation of the physical condition of streets newly constructed on fill over Bay mud. These Streets are access roads to Candlestick Park (Pitch Street, Gilman Avenue, Hunters Point Service Road, Jamestown Avenue, Extension Harney Way, etc.). $3,700.00 requested.

STREET LIGHTING BOND ISSUE - VARIOUS LOCATIONS
Study of needs for a proposed street lighting Bond Issue. Some of the older City-owned and Pacific Gas & Electric Company-owned street lighting installations are inadequate and/or are in a deteriorating condition. The welfare of traffic and pedestrians demands that at the earliest possible date these lighting facilities be improved or replaced as may be necessary.

Although the Bureau of Light, Heat & Power can order the Pacific Gas & Electric Company to improve or modernize their facilities, it is in general to the City's advantage to install City-owned street lighting systems where possible. In general, up to the present time, however, only Special Road Improvement funds have been made available for street lighting projects. These funds are very limited and it is impossible to accomplish even a small part of the work necessary. Consequently, the City street lighting program is lagging and cannot be vitalized unless ad valorem or bond funds are made available so that the proposed work can be accomplished within a reasonable time, estimated to be five years.

A preliminary estimate indicates that the proposed work will cost about $5,000,000.

We propose to make a study of the needs and prepare a report for a City-wide street lighting program with the view of initiating a bond issue therefor for submittal to the electorate of San Francisco at an election in the reasonably near future.

As the Electrical Section of the Division of Design in the Bureau of Engineering has no budget employees assigned to it, in order to make the studies necessary for the prepa ration of the report we will need $5,000.

B ADMINISTRATIVE COST (BUREAU OF ACCOUNTS)
To provide for cost of fund administration by the Bureau of Accounts.

Services of:	One (1) Accountant I	12 mos.	@ $556	=	$6672
	One (1) Accountant II	12 "	@ $660	=	$7920
	One (1) General Clerk-Stenographer:				
		1 mo.	@ $405		
		11 mos.	@ $425	= $5080	$19,672

C PLAN-HOLD ROLLING STAND UNITS (2 NEW)
Plan-Hold Rolling Stand Unit with Hook and 12 Data Files. This item is necessary for proper filing of plans and specifications for Road Improvement jobs to be financed from gas tax monies.

D 60" X 34" DESK, STANDARD,CLERICAL, WOOD (2 - REPLACEMENT) (C&C SF Nos. 40-1956 and 40-554A) (Estimated trade-in value - none)
60" x 34" Desk, Std.,Clerical, Wood, to provide for replacement of antiquated and worn wooden desks. For Street Improvement Section.

E 66" X 36" DESK, STANDARD, EXECUTIVE, WOOD (1 - NEW)
66" x 36" Desk, Std., Executive, Wood, To provide a desk for the head of the Highway Section who now prosecutes his work on a drafting table. A desk will allow him the proper means to organize his work and the drafting table would be returned to its intended usage.

F CONFERENCE TABLE, WOOD, LEG STYLE (1 - NEW)
To provide adequate space for the head of the Highway Section when he must display plans, etc., to others making inquiries regarding his projects. He now uses a drafting table which doubles as his work desk. This table complements the desk now requested for him.

G PLAN HOLD, STACK ROLL FILE UNIT (1 - NEW)
To provide for proper filing and protection of plans for street improvement projects.

H ELECTRIC TYPEWRITER (1 - REPLACEMENT)
To replace a 1941 manual model Underwood Typewriter (11-6891863), last overhauled in January 1960. Now, paper slips on the platen and the serviceman is unable to repair it. For use of the secretary of the Street Improvement Section. Cost of electric typewriter - $450, Trade-in value - $5.

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A "ROLATAPE" WITH CASE (1)-NEW
One (1) "Rolatape" with case. This device will enable the measurements of conduit runs, cable lengths and equipment locations, to be acomplished by one man. At the present time such measurements are made with a tape and require that two men go out on the job to make these necessary measurements.

B RANGE FINDER - 6° FIELD - NEW
One (1) 6° Field Range Finder. This instrument is to be used in determining heights of poles, and in determination of mounting heights for street lights.

C STOP WATCH - ONE - NEW
One (1) Stop Watch, 7-Jewel, 1/5 Second, Minutes up to 30. Stop and fly-back from crown. This instrument is very necessary for use in setting timers and checking operation of traffic signals.

D DRAFTING MACHINE, CIVIL, WITH 18" STRAIGHT EDGE (ONE - NEW)
To provide an efficient drafting device to aid in the production of street improvement diagrams and other drawings which involve the drafting of many parallel lines at different bearings. This device will allow the diagrams and drawings to be done accurately and expeditiously. At present, accuracy is dependent upon the condition of the T-square and the edge of the drafting table and pertains only to those lines drawn parallel or perpendicular to the table edge.

E PORTABLE TRACING BOARD (ONE - NEW)
To provide a timesaving and portable plan tracing device that can be used on top of a drafting table. The portable tracing board will allow the draftsman to copy essential data and to properly coordinate the transfer of data to or from other work, all done at his table. For Highway Section.

F 48-INCH STAINLESS STEEL STRAIGHT EDGE (ONE - NEW)
To provide a reliably accurate and durable straight edge for drafting and engineering work. For use of Street Reconstruction Section.

G MEMBERSHIP - AMERICAN PUBLIC WORKS ASSOCIATION
To provide for the continuance of membership in the American Public Works Association.
File No.: 97-59-2
Ord. No.: 358-59
Approved: 6-24-59

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FORM 4880

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC WORKS - ROAD COMMISSIONER — Index Number 684-685 — Sheet Number C-1

A CITY AID - STREET IMPROVEMENTS -- VARIOUS LOCATIONS

City Aid, Street Improvements. Construct various phases of street improvements. To provide for the reduction of assessments to legal limits, as provided by the 1934 Street Improvement Ordinance, on initial street work to be undertaken under assessment procedures and for financing improvements as petitioned by property owners.

Studies and Plans	$ 5,000
Construction	45,000
	$50,000

B WORK IN FRONT OF PUBLIC PROPERTY -- VARIOUS LOCATIONS

Work in front of public property. Construction of curbs and pavements. Example: Sidewalk on N/S of Winston Drive in front of City School property. Sidewalk & Retaining wall on S/S of Winston Drive in front of State College property. To provide for initial street and sidewalk improvements performed under the provisions of Article 6 of the Public Works Code, in front of City property, under the jurisdiction of the Recreation and Park, Police and Fire Departments, and in front of State and Federal properties.

Studies and Plans	$ 5,000
Construction	45,000
	$50,000

C 2323 ARMY STREET PURCHASING

Enlargement and revisions to existing yard and development of newly acquired property adjacent thereto under 3 alternate proposals.
A: Construction of Purchaser's Storage Yard and Cement Storage Bldg., and Bureau Street Cleaning Bldg., incl. related yard work;
B: A, plus construction of Purchaser's Warehouse with furnishings, equipment for handling materials, and appurtenances,
C: A and B, plus remaining development of the yard, incl. construction of Traffic Painting Bldg., additional Truck Ports, alterations to existing buildings, and a second floor to Administration Building.

Alternate C includes: Construction of car ports and work spaces to accommodate 20 DPW trucks. Grading and paving the entire remaining area, and miscellaneous work such as yard lighting, sewage and drainage facilities. Construction of car ports to accommodate 12 traffic painting trucks, an area to wash and service metal paint stencils, and a storage locker room. Construction of car ports and work spaces to accommodate additional Sewer Repair vehicles adjacent to Building E. Alterations to Locksmith Shop Building C. Alterations for the expanded Cement Shop in Building C. Alterations for the expanded Electric Shop in Building B. Conversion of 2,400 sq. ft. of existing car port area into Assembly Shed for the Bureau of Building Repair for temporary storage of numerous articles delivered by vendors for specific jobs. Addition of a 2,600 sq.ft. second floor on the Administration Building, and alterations to the first floor to provide additional utility and office space.

NEED AND JUSTIFICATION

ALTERNATE A

Construction of Purchaser's storage yard and Cement Storage Building, and Bureau of Street Cleaning Building, including related yard work.

Construction of a paved storage yard complete with material bins and loading platforms will make it possible for the City to dispose of the 23,000 sq.ft.site at 15th, Alameda and Harrison Streets valued at $110,000 by the Real Estate Department. The cost of the work is less than the estimated value of the property. In addition, the site will be returned to the tax rolls. Construction of the cement storage building and the Bureau of Street Cleaning building will permit relocation of facilities and relieve overcrowded conditions in the existing yard.

Cost $108,000

ALTERNATE B

Work proposed under Alternate A, plus construction of Purchaser's Warehouse with furnishings, equipment for handling materials and appurtenances.

Construction of a 15,700 sq.ft. warehouse building will release as surplus the Purchaser's warehouse at Harrison and Alameda Streets, consolidating the indoor and outdoor storage. Time wasted in drawing materials from the yard will be eliminated, and savings to the City will result.

Cost $423,000

ALTERNATE C

Work proposed under Alternate A and B, plus remaining development of the yard, including construction of Traffic Building, additional truck ports, alterations to existing building, and a second floor to Administration Building.

The existing limited facilities are not suitable for satisfactory or efficient operation of the various Bureaus now located at the yard. Completion of Alternate C will provide the needed expansion of facilities at the yard and will make it possible for all Bureaus to be moved to the yard.

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(Continued)

C 2323 ARMY STREET PURCHASING (CONTINUED)

In addition to the justifications outlined for Alternate A and Alternate B, work described in Alternate C will: Allow consolidation of shop and storage activities of the Bureau of Street Cleaning. Provide badly needed additional space for the various shops. Provide proper facilities for storage and handling of equipment and material used by the traffic striping paint crews. Provide additional space in the second floor addition to the Administration Building required by Bureaus because of absorbing additional functions. Provide for housing automotive and other equipment, thus reducing maintenance and operational costs. Allow shop fabrication of piping and other assemblies with resultant economies over filed assembly, and provide for the orderly collection of materials for larger jobs so that when the work is scheduled to start all materials are on hand.

Cost $1,086,000

SUMMARY OF PROJECT COSTS

	ALTERNATE A	ALTERNATE B	ALTERNATE C
Purchaser's Storage Yard (5% Gas Tax)	$ 50,000	$ 50,000	$ 50,000
Cement Storage Building	5,000	5,000	5,000
Street Cleaning Bldg. J (100% Gas Tax)	45,000	45,000	45,000
Misc.Yard & Road Work (50% Gas Tax)	8,000	8,000	32,000
Purchaser's Warehouse (5% Gas Tax)		315,000	315,000
Traffic Painting Bldg. 1 (100% Gas Tax)			135,000
Truck Port Bldg. K (50% Gas Tax)			80,000
Truck Port Bldg. E 2nd Floor to Admin. Bldg. Alt. to Exist. Bldgs. (5% Gas Tax)			424,000
	$108,000	$423,000	$1,086,000
Gas Tax	51,500	67,200	275,400
Ad Valorem Tax	56,500	355,800	810,600
	$108,000	$423,000	$1,086,000
Studies and Plans	9,000	67,000	86,000
Construction	99,000	356,000	1,000,000
	$108,000	$423,000	$1,086,000

A PAVEMENT RECONSTRUCTION AND SEWER CONSTRUCTION ON INDIANA STREET

Pavement reconstruction and sewer construction on Indiana Street between Mariposa Street and 20th Street. Rehabilitate street to expedite traffic and increase safety.

Studies and Plans	$ 11,000	Previously appropriated	$ 10,000
Construction	118,500	Request 1962-63	129,500
	$129,500		$139,500

B RECONSTRUCTION OF BRICK AND BASALT PAVEMENTS - VARIOUS LOCATIONS

Replace obsolete brick and basalt pavement. Rehabilitate streets, expedite traffic and increase safety.

Studies and Plans	$ 5,000	Request 1962-63	$100,000
Construction	95,000	To be requested 1963-64	100,000
	$100,000	Total estimated cost	$200,000

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A CURB BASINO PROGRAM - VARIOUS LOCATIONS

Raise curb or lower gutters to obtain 6-inch curb height. Increase safety on streets with high rate of runaway cars.

Studies and Plans	$ 5,000	Previously appropriated	$ 40,000
Construction	35,000	Request 1962-63	40,000
	$40,000	To be requested 1963-64	120,000
			$200,000

B BECONSTRUCT CERTAIN STREETS AND RESURFACE OTHERS IN WESTERN ADDITION REDEVELOPMENT AREA A-1

Reconstruct certain streets and resurface others in Area A-I. Rehabilitate Streets.

Previously appropriated	$100,000	Studies and Plans	$20,000
Requested 1962-63	200,000	Construction	180,000
Total estimated cost	$300,000		$200,000

C CURB RESET AND PAVEMENT CONFORM WORK - VARIOUS LOCATIONS

Curb reset and pavement conform work. Reset curbs to gain 4" - 6" heights and construct conform pavements to achieve smooth transition between new and existing roadways. To provide adequate curb heights where sidewalks are to be reconstructed because of improvement of abutting properties and to provide transitional roadway sections between roadways constructed to different grade planes.

Studies and Plans	$ 1,200
Construction	10,800
	$12,000

D TRAFFIC CONTROL DEVICES - NEW, MODIFICATIONS AND RECONSTRUCTION

This new item is NOT new money. It was formerly combined with "Traffic Control Devices - Labor and Materials" Code 298 a maintenance item which is now being split at the request of the Controller's Office. This appropriation must take care of all new minor channelization and modifications, protective devices such as raised pavement bars, pedestrian barricades, guard rails, etc.

Any modification of existing devices caused by any change in traffic pattern or by one-way street operation must be borne by this appropriation; also required for minor traffic signal work, changing of detector bars, etc., especially where streets are repaired.

This work is generally performed by various city service bureaus because of variety and specialty of the work, small size of the work, and can often be performed advantageously at the time of other related work.

E INSTALL A STREET LIGHTING SYSTEM WITHIN THE LIMITS OF THE PROPOSED PARKER-TURK-MASONIC UNDERGROUND DISTRICT

Install a street lighting system within the limits of the proposed Parker-Turk-Masonic Underground District, Stage 1. Street lighting system required in conjunction with Underground District scheduled for 1962.

Studies and Plans	$ 3,000
Construction	40,700
	$43,700

F INSTALL FOUR STREET LIGHTS ON FILBERT STREET BETWEEN SCOTT AND DIVISADERO STREETS

Install four street lights on Filbert Street between Scott and Divisadero Streets, including conduit and wiring. Required in conjunction with Underground District scheduled for 1962.

Studies and Plans	$ 550
Construction	5,550
	$6,100

G INSTALL A STREET LIGHTING SYSTEM ON HYDE AND JEFFERSON STREET

Install a street lighting system on Hyde St., Bay to Jefferson St., and on Jefferson St., Larkin to Leavenworth Streets, a total of 5 blocks, consisting of luminaires, standards, conduits, wiring and controls. Existing street lighting in this area is very poor, being that considered suitable for an industrial area 35 years ago. The area attracts many tourists since it lies between Fishermens Wharf and Aquatic Park, and contains the terminus of the Hyde Street Cable Car Line. Also fronting on these streets will be the Project X development of the State Division of Beaches and Parks. The San Francisco Port Authority has requested that the City improve street lighting in this vicinity to insure the safety of visitors to Fishermens Wharf and the State Park.

Studies and Plans	$ 1,300
Construction	27,300
	$28,600

A INSTALLATION OF STREET LIGHTS ON WEBSTER STREET BETWEEN GOLDEN GATE AVE. AND O'FARRELL ST.
Installation of street lights at mid-block locations on Webster St. between Golden Gate Ave. and O'Farrell St. Required to supplement traffic safety lighting to be installed under a street widening contract. Omitted from contract because of lack of county road funds in project. Necessary for adequate illumination of this street.

Studies and Plans	$ 650
Construction	6,350
	$7,000

B INSTALLATION OF TRAFFIC SAFETY LIGHTS AT INTERSECTIONS OF VAN NESS AVENUE
Installation of approximately 8 traffic safety lights at intersections of Van Ness Avenue with Grove Street and McAllister Street. The above intersections, which receive through traffic on Van Ness Avenue plus that destined to the Opera House, Veterans Building, Civic Center Garage and Exhibit Hall, and City Hall, are inadequately lighted in relation to the heavy pedestrian and vehicle traffic volumes in the area after dark. The proposed work will greatly improve the lighting at these intersections and will tend to prevent accidents.

Studies and Plans	$ 700
Construction	6,600
	$7,300

C MODIFICATION OF LANDSCAPING - SUNSET BLVD.
Modification of landscaping. The existing high dense growth presents a hazard for pedestrians and automobile traffic. Visibility is greatly reduced; pedestrians and reflectorized stop signs are screened from the view of approaching motorists.

Studies and Plans	$1,200
Construction	15,200
	$16,400

D 18TH STREET VIADUCT SIDEWALK REPLACEMENT
18th Street viaduct sidewalk replacement. Replacement of the existing timber plank sidewalks with concrete walks. Each walk is 12 feet wide and the viaduct is 365 feet long. The viaduct is located between Iowa and Minnesota Streets.

Existing concrete roadway was installed in 1955. The timber plank sidewalks were not replaced at that time because of lack of funds. Since 1955, $2700 has been spent on maintenance (replacing sidewalk planks), and this expense may be expected to continue. In 1959, a $7500 damage claim was paid by City because of an accident on the plank sidewalk. Sidewalks are subject to heavy traffic because of industrial area in vicinity of viaduct. The steep grade increases the hazard. Replacement of timber walks with concrete will complete renovation of viaduct into a comparatively maintenance-free structure.

Studies and Plans	$ 1,800
Construction	22,200
	$24,000

E QUINTARA STREET HANDRAILING
Construct approx. 300 feet of handrailing on the south side of the stairway between 14th and 15th Avenues. There exists a handrailing on the north side of the stairway and the proposed railing on the south side will be an additional safety feature. The railing will also discourage children from playing on the slope adjacent to the stairway and displacing considerable amounts of the slope materials.

Studies and Plans	$ 300
Construction	3,600
	$3,900

F PAVEMENT RECONSTRUCTION AND ELECTRICAL WORK ON NORTH POINT STREET
Pavement Reconstruction and electrical work on North Point St. between Divisadero St. to Broderick St. Rehabilitate street and correct drainage.

Studies and Plans	$ 5,000
Construction	25,000
	$30,000

G STREET RECONSTRUCTION ON ALBION STREET
Street reconstruction on Albion St. between 16th and 17th Sts. Rehabilitate street and correct drainage.

Studies and Plans	$ 3,000
Construction	25,000
	$28,000

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A PAVEMENT RECONSTRUCTION ON MALLORCA WAY

Pavement reconstruction on Mallorca Way between Beach Street and Alhambra Street. Rehabilitate street and correct drainage.

Studies and Plans	$ 4,000
Construction	34,000
	$38,000

B STREET LIGHTING SYSTEM IN THE AREA OF NEW STATE AND FEDERAL OFFICE BUILDINGS

Street lighting system on Golden Gate Avenue, Larkin to Van Ness Avenue; Polk St., McAllister to Turk Sts.; Turk St., Polk to Larkin Sts.; and Larkin St., Turk to McAllister Sts., in the area of new State and Federal office buildings.

Will provide adequate street lighting in the area of new State and Federal office buildings and reduce present operating costs.

Studies and Plans	$ 3,300
Construction	41,800
	$45,100

C INSTALL MERCURY VAPOR STREET LIGHTS ON PORTIONS OF POST, GEARY AND O'FARRELL STREETS

Install mercury vapor street lights on portions of Post, Geary and O'Farrell Streets adjacent to the Geary Expressway terminus. Servicing and maintaining the existing inadequate lights costs about $440/yr.; the new system which will adequately light these major streets will cost about $350/yr.

Existing street lighting on Post, Geary and O'Farrell Streets between Van Ness and Franklin Streets is inadequate and unsuitable for safety of traffic and pedestrians, which problem is further magnified by ingress and egress to parking areas on Post and Geary sides of Jack Tar Hotel. Traffic lanes at easterly terminus of Geary Expressway will be channelized at Gough Street so that eastbound Expressway traffic will be diverted to O'Farrell Street and westbound traffic will enter Expressway from Post Street. It is necessary for welfare and safety of traffic to replace the 11 existing obsolete street lights with 12 new mercury vapor lights.

Studies and Plans	$ 1,500
Construction	19,000
	$20,500

D INSTALLATION OF TWO LIGHTS ON A PUBLIC STAIRWAY ON SUNOLOW LANE

Installation of two lights on a public stairway on Sunglow Lane between Silver Ave. and Gladstone Dr. There is no lighting on these stairs. Public hazard exists because of debris on stairs and because of loiterers. Lighting has been requested by residents of the neighborhood by petition.

Studies and Plans	$ 400
Construction	3,250
	$3,650

E REPLACEMENT OF EXISTING PIPING, SPRINKLER HEADS, ETC. ON SUNSET BLVD. PARKWAY

Replacement of 37-year old badly deteriorated existing piping, sprinkler heads, etc. with new equipment in the center island and side parkways on Sunset Blvd. Parkway from Lincoln Way to Lawton Avenue. This work comprises one-fifth of the complete job. The remaining four-fifths is to be done in subsequent years as a continuing project.

The existing sprinklers are in very poor condition and in constant need of repairs. Approximately 475 man-days per year of gardener time are spent making such repairs and $1,500 is spent annually on repairs requiring plumber's services. Replacement of the sprinkler system will reduce the amount of money spent for repairs by 90% and will release about 250 man-days of gardener time.

Studies and Plans	$ 4,100
Construction	69,500
	$ 73,600

F RECONSTRUCTION OF LANDSCAPING IRRIGATION SYSTEM ON SLOAT BLVD.

Reconstruction of landscaping irrigation system on Sloat Blvd. from St. Francis Circle to 39th Ave. Removal of inadequate hose bibb irrigation system and construction of an automatic sprinkler system in the center islands of Sloat Blvd. Maintenance of landscaping on Sloat Blvd. now requires approximately 326 man-days per year for irrigation work using the existing hose bibbs. Automatic sprinklers will reduce this to approximately 30 man-days per year.

Studies and Plans	$ 4,000
Construction	62,000
	$ 66,000

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A CONSTRUCT CONCRETE SIDEWALK CLARENDON AVE.
Construct 8-ft. concrete sidewalk between Christopher Drive and Olympia Way, as follows:
W/S Clarendon Ave. Christopher Dr. to Clarendon Ave. School
E/S Clarendon Ave. Panorama Dr. to Olympia Way
To provide an even and solid walkway, especially under bad weather conditions, for the convenience and safety of school children and the general public.

Studies and Plans	$ 1,300
Construction	15,600
	$16,900

B BUENA VISTA PARK, CONSTRUCT CONCRETE SIDEWALK
Construct approx. 1950 linear feet of concrete sidewalk between Frederick St. and Park Hill Ave. The sidewalk will be 6-ft. wide with brick runners to match existing sidewalk.

Studies and Plans	$ 1,200
Construction	14,400
	$15,600

To provide an even and solid walkway surface for pedestrians, similar to that existing for the remainder of the perimeter sidewalk of Buena Vista Park.

C INSTALLATION OF TRAFFIC SIGNALS AND ONE-WAY OPERATION ON 6TH AND 7TH AVENUES
Installation of traffic signals and one-way operation on 6th and 7th Avenues between Lawton St. and Lincoln Way. Relieve congestion on 7th Ave. which is a key segment of a major cross town traffic corridor. A portion of this project is not eligible for Major City Street Funds. Present Request (CRF) = $26,100.

Studies and Plans	$ 2,500
Construction	23,600
	$26,100

D FRANKLIN AND GOUGH STREET INSTALLATION OF TRAFFIC SIGNALS BETWEEN LOMBARD AND SACRAMENTO STREETS.
Installation of traffic signals between Lombard and Sacramento Streets (17) intersections. Additional signals are needed to control the movement of traffic and to create gaps which will facilitate pedestrian crossings. A portion of this project is not eligible for Major City Street Funds; present Request (CRF) = $60,000.

Studies and Plans	$ 5,500
Construction	54,500
	$60,000

E BURNETT AVENUE EXTENSION - CONSTRUCT 2-LANE ROADWAY
Construct 2-lane roadway from Burnett Ave. at the vicinity of Dixie Alley to Twin Peaks Blvd. near Palo Alto Ave. To provide a continuous roadway for essential and safe circulation of traffic for an area with many existing improvements and high degree of planned developments. Portions of the existing Burnett Ave. street right-of-way follow a highly irregular alignment and lie on a steep slope, making construction of a usable roadway physically unfeasible.

Studies and Plans	$26,600
Land	150,000
Construction	299,000
	$475,600

F VARIOUS INTERSECTIONS RENEWAL AND MODIFICATION OF TRAFFIC SIGNALS.
Renewal and modification of traffic signals. Contract No. 5. The obsolescence of traffic signal controllers installed prior to 1950 is resulting in excessively high maintenance costs. Parts are not available for over 20% of the City's signals. These controllers must be replaced with new and improved equipment. A portion of this project is not eligible for Major City Street Funds. Present Request (CRF) = $10,000.

Studies and Plans	$1,000
Construction	9,000
	$10,000

G VARIOUS INTERSECTIONS INSTALLATION OF SCHOOL SIGNALS
Installation of school signals, contract #1 of locations not warranting continuous operation of a regular signal. At some school crossings where school patrols or policemen cannot handle the amount of traffic present it will be necessary to install signals to operate only during school crossing hours.

Studies and Plans	$ 1,000
Construction	9,000
	$10,000

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A VARIOUS INTERSECTIONS CHANNELIZATION & SAFETY LIGHTING
Channelization & safety lighting at intersections with high pedestrian accident rates. (10 intersections) Contract #1. To provide additional safety measures for pedestrians at proven high accident locations. 70% of the fatalities in San Francisco in 1955 were pedestrians. 50-60% of pedestrian accidents occur at night. A portion of this project is not eligible for Major City Street Funds. Present Request (CRP) = $31,000.

Studies and Plans	$ 3,000
Construction	28,000
	$31,000

B GOETTINGEN STREET STAIRWAY
Goettingen Street stairway, south of Dwight Street. Construction of a stairwsy 5' wide by spproximately 100' long with standard 1½" diameter galvanized pipe hand rails installed on each side and with provision for lighting. Goettingen Street south of Dwight Street ends in s steep slope and is unimproved. At present there is considerable foot traffic on the slope. The stairway will not only serve the students residing in the area north of Dwight St. who will attend Southesst Senior High School, but will slso serve the children residing in the ares south of Dwight St. who attend the three schools to the north: Portola Jr. High, Edwsrd Bobeson Taylor and St. Elizabeth's.

Studies and Plans	$ 1,200
Construction	10,800
	$12,000

C FOURTEENTH STREET SIDEWALK NARROWING
Sidewalk narrowing from 15' to 9' and pavement reconstruction on 14th St. between Market and Alpine Streets. Behabilitate street to expedite traffic and increase safety.

Studies and Plsns	$ 15,000
Construction	165,000
	$180,000

D CLAYTON STREET. REMOVE TIES LEFT IN PLACE AND RECONSTRUCT PAVEMENT
Remove ties left in place and reconstruct pavement on Clayton St. between Carmel St. snd Corbett St. Behabilitste street to expedite trsffic and increase safety.

Studies and Plans	$ 6,000
Construction	54,000
	$60,000

E MONTGOMERY STREET NARROW SIDEWALKS
Narrow sidewalks on Montgomery Street between Broadway and Pacific Avenue, to allow for right angle psrking to prevent runswsy autos. Includes electrical work. Increase safety.

Studies and Plans	$ 3,000
Construction	11,000
	$14,000

F BUCHANNAN STREET. BECONSTRUCT 9.5' BOADWAY
Reconstruct 9.5' roadway on each side of Buchanan Street between Broadwsy and Vsllejo Street. Behabilitate street to expedite traffic and increase safety.

Studies and Plans	$ 1,000
Constructon	7,000
	$ 8,000

G JAMESTOWN AVENUE. CONSTRUCTION OP A PEDESTRIAN OVERPASS.
Conatruction of a pedestrian overpass across Jamestown Ave. at Harney Way with spproach ramps st the north and south ends. The overpass will be 8' wide, 72' long, and will have a 5'6" railing on each side. The north approach ramp is sligned with the overpass snd will be 116' long with an additional 40' of 3½" thick sidewalk. The south spproach ramp is/90° to the overpsss snd will be 89' long. Both approsch rsmps will have a 4'0" railing. A pedestrian overpass is needed to insure pedestrian ssfety and convenience.

Studies snd Plsns	$ 4,000
Land	5,000
Construction	50,800
	$59,800

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A UNIVERSITY STREET SLOPE REPAIR

University Street slope repair: backfilling, compacting and planting the eroded slope area of the unimproved portion of University Street, south of Dwight St., including concrete curbing and chain link fence. The slope area is 60 feet by 160 feet. University Street is unimproved for a portion of the block south of Dwight Street. The steep slope is deeply eroded and each winter earth washes down the slope onto the sidewalks and pavement below creating a health and safety problem. The McLaren Park Improvement Club has requested that the situation be remedied.

Studies and Plans	$ 1,000
Construction	12,400
	$13,400

B 25TH STREET RECONSTRUCT PAVEMENT

Reconstruct pavement on 25th Street between Noe Street and Sanchez Street. Rehabilitate street in conjunction with new sewer construction.

Studies and Plans	$ 6,000
Construction	24,000
	$30,000

C VALLEJO STREET RECONSTRUCT PAVEMENT

Reconstruct pavement on Vallejo Street between Powell and Mason Streets. Rehabilitate street in conjunction with new sewer construction.

Studies and Plans	$ 6,000
Construction	20,000
	$26,000

D WALLER STREET BETWEEN OCTAVIA AND LAGUNA STREETS RECONSTRUCT PAVEMENT

Reconstruct pavement on Waller Street between Octavia and Laguna Streets. Rehabilitate street in conjunction with new sewer construction.

Studies and Plans	$ 6,000
Construction	20,000
	$26,000

E RECONSTRUCT PRE-1906 STREETS

Pavement reconstruction on 40 blocks generally running North-South in area bounded by Franklin, California, Divisadero and Dubocc. Rehabilitate streets to expedite traffic and increase safety.

Studies and Plans	$10,000	Request 1962-63	$100,000
Construction	90,000	" 1963-64	100,000
	$100,000	" 1964-68	300,000
		Total estimated cost	$500,000

F PARK-PRESIDIO CROSSINGS

Widen roadway at north curb Fulton, both sides of Clement, Balboa and California between Funston and 14th Avenue. Set back curbs 5'. To provide right turn lane and additional storage space for vehicles stopped by Park-Presidio signals.

Studies and Plans	$ 4,000
Construction	24,000
	$28,000

G GEARY BLVD. INSTALLATION OF AN AUTOMATIC SPRINKLER CONTROL SYSTEM

Installation of an automatic sprinkler control system for Geary Boulevard planted center islands from Masonic Ave. to 33rd Ave. The installation of an automatic sprinkler control system with timing devices, etc. will result in a saving of 160 man-days per year of gardner time. At $38.00 per man-day, this would mean an annual saving of $6,000.

Studies and Plans	$ 3,000
Construction	38,100
	$41,100

H CALIFORNIA STREET INSTALLATION OF APPROX. 88 NEW STREET LIGHTS

Installation of approximately 88 new street lights on California Street between Kearny Street and Van Ness Avenue. Existing electroliers are so deteriorated that they are unsafe. These electroliers are obsolete and cannot adequately light the wide street. Heavy traffic on this street warrants 1.0 footcandles/sq.ft. according to Illuminating Engineering Society standards; present lighting is about 0.08 footcandles.

Studies and Plans	$ 5,200
Construction	91,600
	$96,800

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A KEARNY STREET INSTALLATION OF A STREET LIGHTING SYSTEM

Installation of a street lighting system on Kearny St. between Market St. and Columbus Ave. This major thoroughfare is very poorly lighted by obsolete P.G.& E. luminaires on old trolley poles and ornamental standards. 23% of the lights were installed in 1918, 37% in 1928, 32% in 1933, and only 10% since 1933.

This completely inadequate system costs about $3,350/yr. A new City-owned system will cost only $1,280/yr. and will provide proper illumination levels for the welfare of traffic and pedestrians similar to levels proposed in adjacent Golden Gateway Redevelopment Area.

Studies and Plans	$ 4,000
Construction	73,600
	$77,600

B BROADWAY, BATTERY TO POWELL STREET INSTALLATION OF A STREET LIGHTING SYSTEM

Installation of a street lighting system on Broadway between Battery St. and Powell St. This major thoroughfare, which connects The Embarcadero Freeway and Broadway Tunnel, is very poorly lighted. The existing electroliers were installed in 1938. The conduits and foundations are owned by the City and the cables and electroliers are owned by P.G.& E. This inadequate system costs the City $1,360/yr. A modern, completely City-owned system will cost only about $1,050/yr. and will provide a level of illumination consistent with that required for traffic and pedestrian safety.

Studies and Plans	$ 3,500
Construction	51,500
	$55,000

C MISSION STREET INSTALLATION OF A STREET LIGHTING SYSTEM

Installation of a street lighting system on Mission St. between Precita Ave. and Randall St. Existing system was installed before 1930. A modern City-owned system would provide adequate lighting for less annual cost than the existing system. Proposed work is an extension of the recently modernized section of good lighting between 15th St. and Army St.

Studies and Plans	$ 2,630
Construction	33,370
	$36,000

D SUNSET BLVD. IMPROVEMENT OF LIGHTING

Improvement of lighting on Sunset Blvd. between South Dr. and Lake Merced Blvd., including certain lights on Lake Merced Blvd. Existing system is approximately 30 yrs. old and considerably deteriorated. Numerous complaints have been received regarding lighting.

Studies and Plans	$ 8,000
Construction	139,500
	$147,500

E GREAT HIGHWAY REHABILITATION OF STREETLIGHTING SYSTEM

Rehabilitation of streetlighting system on the Great Highway between Point Lobos Avenue and Lincoln Way. Rehabilitation is necessary for the welfare and safety of the public. The system which was installed in 1932, is in an advanced stage of deterioration because of exposure to ocean atmosphere. Standards have spalled and are unsightly. Reinforcing steel has corroded to such an extent that standards are a hazard to pedestrian and vehicular traffic. In addition, the illumination is inadequate and intensity thereof is far below modern acceptable standards.

Studies and Plans	$ 4,000
Construction	69,800
	$73,800

F INSTALLATION OF STREET LIGHTING SYSTEM ON MARINA BLVD.

Installation of street lighting system on Marina Blvd. between Laguna St. and Lyon St. Present system is obsolete, causes glare on homes in area and obstructs view of residents. New modern system will provide proper light for the heavy traffic on Marina Blvd. and alleviate the present problems of glare and poor location of poles.

Studies and Plans	$ 3,040
Construction	60,960
	$64,000

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A VARIOUS LOCATIONS—UNFORESEEABLE STREET LIGHTING WORK

Unforseeable street lighting work deemed of public necessity, and subject to approval of Public Utilities Commission.

Occasions arise from time to time when existing lighting system must be modified or extended. Examples of work of this nature are: City must provide a connection between a power source and lights installed on freeways by the State for the benefit of the City; City must on occasion replace an existing PG&E pole to accommodate a new public or private improvement, which may be done for aesthetic or economic reasons. Service charge for facilities on City-owned poles is considerably lower than on PG&E-owned facilities. Installation of street lights and necessary appurtenances at isolated locations, determined to be necessary after studies made in response to complaints.

Studies and Plans	$ 500
Construction	4,500
	$5,000

B BAYVIEW PARKWAY BETWEEN END OF MANSELL STREET AT SAN BRUNO AVENUE

Construct 4-lane parkway between end of Mansell St. at San Bruno Avenue to Bayview Park. To implement the Master Trafficways Plan for a direct parkway route to Bayview Park. Studies and Plans $30,000

Request 1962-63	$ 30,000
" 1963-64	80,000
" 1964-68	1,292,000
Total estimate cost	$1,402,000

C SUNSET DISTRICT DEVELOPMENT OF CHANNELIZATION TO CLOSE CERTAIN INTERSECTIONS

Development of channelization to close certain intersections on minor streets in the Sunset District. Reduce accidents by discouraging through traffic on minor streets.

Studies and Plans	$ 3,000	Request 1962-63	$ 26,000
Construction	23,000	" 1963-64	26,000
	$26,000	" 1964-68	53,000
			$ 105,000

D GEARY BLVD. RELOCATION OF LANDSCAPE IRRIGATION VACUUM BREAKERS

Relocation of landscape irrigation vacuum breakers on Geary Blvd. center islands from Masonic Ave. to 33rd Ave. The existing exposed landscape irrigation system vacuum breakers are easily damaged by automobiles. The rate of damage by cars jumping the center island curbs is about 2 a month. Cost of repair is about $75.00 each, resulting in a yearly expense of $1,800. Relocation of the vacuum breakers to a sheltered location away from the curb will virtually eliminate damage by cars.

Studies and Plans	$ 1,030
Construction	12,170
	$13,200

E JERROLD AVENUE & QUINT STREET NEW MAINTENANCE YARD, DEPARTMENT OF ELECTRICITY

Construction of a 2-story building (first floor, 32,000 sq.ft., second floor, 10,000 sq.ft.-with machine, electric, radio, parking meter, traffic signal and paint shops, warehouse space and utility rooms on the lower floor, together with all necessary equipment. The administrative offices will be located over a part of the first floor. Also construction of truck ports and open storage facilities.

DEPARTMENT OF ELECTRICITY
NEW MAINTENANCE YARD

The Department of Electricity basic Plant Yard is now located at 264 Golden Gate Avenue. This facility was provided in 1914 and has long since been inadequate to efficiently serve the needs of this Department because of normal expansion of Public Safety, Fire and Police communications, radio for various other departments, and Traffic Signal systems, and the added responsibility placed on the Department of maintenance and operation of the City's parking Meter System aggregating 12,500 meters. The Traffic Signal and radio systems have expanded considerably within the past five year period. Present planning calls for considerable future expansion in these systems. The Real Estate Department estimates that this property could be sold for approximately $100,000 and consequently be returned to the tax rolls.

At the present time the Department of Electricity is augmenting its facilities by the use of Fire Department property located at 315 Duncan Street. This property has been condemned and abandoned by the Fire Department and it is the intention of the Fire Department to dispose of this property when it is vacated by the Department of Electricity.

(continued)

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E JERROLD AVENUE & QUINT STREET NEW MAINTENANCE YARD, DEPARTMENT OF ELECTRICITY (CONTINUED)

The Department of Electricity is also using leased space in a building at 1745 California Street to accommodate a part of the Traffic Signal and radio maintenance work, and further space at 276 Golden Gate Avenue to accommodate the Administrative Offices and provide storage space. In addition to the obviously difficult task of maintaining efficient supervisory control over such widely scattered operations, the City must pay a monthly rental of $500 for the California Street Shops and $200 for the space at 276 Golden Gate Avenue.

In addition to the vehicles normally visiting the Department Yard daily, there are in excess of 619 City owned vehicles equipped with radio which must come to the Department for radio repairs. The Department of Electricity operates 38 cars and trucks in its daily maintenance work and in the course of future expansion additional vehicles will necessarily have to be added. The Plant building at 264 Golden Gate Avenue has been condemned by State and City agencies as a fire hazard and structurally unsafe. The proposed new Maintenance Yard will allow this Department to consolidate its major activities in a central location.

Funds were provided in the 1957-58 Budget for the purpose of compiling preliminary plans. The Department of Public Works has provided these plans and they have been approved by the Art Commission and the Planning Commission and this project is in conformity with the Master Plan. The proposed project has received the unqualified support of each Grand Jury since 1953.

Studies and Plans	$37,000	Previously appropriated	$ 24,000
Construction	1,501,400	Request 1962-63-Gas Tax	832,500
Equipment	126,600	Request 1962-63-Ad Valorem Taxes	832,500
	$1,665,000	Total estimated cost of project	$1,689,000

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ITEM

A — 1 Less Working Day in 1962-63 than in 1961-62

B — 060 Sub-Foreman Gardener - An increase of 2 Sub-foremen is necessary to properly carry out the operations of the Street Planting Division. More supervision is necessary over the gardeners who maintain the landscaping in many parts of the city. A Sub-foreman is a working classification as well as a supervisory one.

Among the duties of this classification are supervision of the working gardeners, hauling men and equipment, spraying for weed control and insect control; planting shrubs, trees, etc.; making repairs to damaged trees and planted areas, tools and equipment; answering emergency calls investigating complaints and filling in for gardeners in an emergency.

The Division's responsibilities are increasing each year. More and more areas are being assumed for maintenance requiring additional help which lessens the amount of effective supervision of the gardeners and chauffeurs.

New areas accepted or to be accepted during 1961-62 are Mansell St., Alemany-Bay Shore Blvds. Interchange, street trees along Sacramento St. from Van Ness to Presidio and the Geary Expressway, Franklin St. to Presidio Avenue.

C — Allowance for Overtime (Salary) Supervisor of Street Planting Division - Funds are requested for payment of overtime required for the Supervisor of the Division while answering emergency calls at times other than the regular working day.

Average calls during the year - 15. Average time per call 3 hours.

In many cases the City recovers damages caused by vehicles to plantings and to the irrigation systems.

3 hrs. per call x 15 calls @ $6.15 per hr. = $276.75

Frequently the Supervisor is asked to attend night meetings in halls, schools or homes at the request of interested people, associations, etc., who are sponsoring a neighborhood planting program and desire information on City ordinances and on the trees recommended for the particular area. He staffs a tree display booth at the Bay Area Home Show each year in order to encourage and give advice on tree planting.

Average 1 night per mo. x 4 hrs. x 12 =	48 hrs. @ 6.15 per hr. =	295.20
Average 4 nights per yr. - 4 hrs. x 4 =	16 hrs. @ 6.15 per hr. =	98.40
	Total	$670.35

Requested by Department	$670.00
Approved by Chief Administrative Officer	$500.00

D — Allowance for Holidays - To provide funds for Supervisor of Street Planting, for supervision of per diem crews on holidays not recognized by per diem crafts as follows:

Oct. 12, 1962		Columbus Day
Nov. 6, 1962		Election "
Nov. 12, 1962		Veterans' "
Feb. 12, 1963		Lincoln's Birthday
4 x $51.39 =		$205.56
	Say	$206.00
5% for possible salary increase		10.00
	Total	$216.00

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ITEM

A

Clerical Services - Temporary
To provide a temporary Clerk-Typist for two months to assist with the processing of tree planting permits following the "Plant a Tree Week" in March. The response by the public to plant trees during this drive has been tremendous.

Permits issued in an average month number approximately 30. Following "Plant a Tree Week" in March of 1961, requests for permits numbered approximately 350 during March and April. Processing of permits is quite time-consuming in that forms are sent to the PG&E and Telephone Co. for information regarding underground utilities.

2 Months @ $358 per month = $716

Requested by Department $716
Approved by Chief Administrative Officer $358

B

Temporary Salaries (Relief Chauffeur)
To provide funds for replacement of the Chauffeurs on vacation or sick leave. 49 days @ $31.36 per day = $1536.64
Say $1537.00

C

Wages - Premium Pay
Funds are requested for premium pay for gardeners that operate or run motor-driven equipment as per union contract agreement.

Brush chipper at	.80 per day	for approximately	110 days =	$ 88.00
Sickle bar	" .80 "	" "	40 "	32.00
Roto-tiller	" 2.00 "	" "	40 "	80.00
				$200.00

D

Overtime Pay - (Wages)
To provide funds for emergency work performed outside of the regular working day by Sub-Foreman Gardeners and Gardeners. Emergency calls from the Police Dept. or from the night watchman are answered during the night or on weekends which concern damage to City trees or properties due to storms, vehicle accidents, vandalism or breaks in the water lines.

During 1960-61 the Division answered 18 such calls.
Approximately 18 calls per year.

By union agreement each call on Saturday, Sunday or Holidays should not be less than 4 hours.

4 x 9 x 1½ x 3.225 per hr.	Gardener	$ 174.15
4 x 9 x 1½ x 3.90 "	Sub-Foreman Gardener	210.60

Some of our trees require spraying with chemicals for insect control and also washing down while being watered. In some cases this operation should be done in the early hours of the morning to prevent any splashing on parked cars or on pedestrians.

Approximately 16 hours at time and one-half for the classification noted.

16 hrs. x 1½ x 3.225 per hr.	Gardener	$77.40
16 " x 1½ x 3.92 "	Chauffeur	94.08
	Total	556.23

Requested by Department $556.00
Approved by Chief Administrative Officer 500.00

ITEM
A

Contractual Service - Official Travel
By whom: (2) Superintendent Street Cleaning
Supervisor Street Planting

Purpose: To attend the International Shade TreeConference (Authorized by Ordinance No. 416.58)

Place of Meeting: Las Vegas, Nev.
Date of Meeting: May, 1963
Amount requested: 5 days each @ $20 = $200
Round trip by air each $55.00 = 110
$310

Requested by Department $310
Approved by Chief Administrative Officer $155

Note: A sum of $153 was allowed in 1961-62 budget to attend this meeting. The date was changed so there would be no conflict with the meeting to be held in San Francisco in August of 1962. Therefore, this $153 will not be spent.

By whom: (1) Supervisor Street Planting

Purpose: To attend the International Shade Tree Conference (Membership authorized by Ordinance No. 416.58)

Date of Meeting: August 5th to 10th, 1962

Place of Meeting: Jack Tar Hotel - San Francisco

Amount Requested: 5 days @ $20 per day - $100

As chairman of transportation it is important that the Supervisor of the Division be close to the hotel (This is the first time the International Shade Tree Conference has been held in San Francisco).

As an active member of the International Shade Tree Conference the Supervisor was selected by the International Shade Tree Committee to chair the transportation committee in view of his familiarity with San Francisco. As chairman of such an important committee it is necessary that he be at the convention headquarters during the convention.

Requested by Department $100
Approved by Chief Administrative Officer 50

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ITEM

A **Miscellaneous Repairs & Services** - To provide funds for the following:
Plumbing: Repair and maintain the irrigation systems on the following landscaped areas:

Sunset Blvd.	Geary Blvd.
Sloat Blvd.	Geary Expressway
Brotherhood Drive	Christmas Tree Point
Junipero Serra Parkway	Lick Freeway Interchange Area
Junipero Serra Center Island	Upper Market
Broadway Tunnel	Mansell St.
Portola Drive	Alemany Interchange

Irrigation systems on Susnet Blvd. are close to 30 years old. Breaks in the lines are frequent and leaking valves are common. The surface lines are damaged by children and by vehicles and are a hazard in their bent condition. The new traffic island watering systems are subject to damage by cars jumping the curbing. In many cases the city recovers funds for the damage from the owners of the vehicles causing the damage.

Plumber: for 50 days @ $55 per day	$2750
Painter: to paint tool boxes, benches, tree posts and screen guards	400
Carpenter: to repair tool boxes, benches and tool rooms	150
Metalsmith: to repair aluminum ladders, cut screen tree guards, etc.	200
Locksmith: to repair locks and make keys	50
Cement Finisher: to repair damage to the tree basins and to inaugurate a program for constructing copings around tree basins on the hills	600
Electrician: to service the timing devices on the irrigation system	100
	$4250

B **Recapping Tires** - To provide recaps for tires on 8 trucks and 5 non-highway pieces of equipment.
Estimate provided by Purchaser's tire shop $175. Approved by Road Commissioner $150.

C **Blow-By Device** - Funds are requested for the purchase and for the installation of crankcase blow-by devices for 7 trucks, a Fordson tractor and a brush chipper assigned to the Division of Street Planting.

6 units	@ $18.20 =	$109.20
3 "	@ 21.45 =	64.35
	Total	173.55
	Say	$174.00

D **Truck Painting** - Two trucks in the Tree Division are in need of painting. It is suggested that both pieces of equipment be painted orange and white rather than the original dull green color.

1 Tank truck	$500.00
1 Utility truck	300.00
Total	$800.00

364

ITEM
A

Automotive Repairs - For maintenance of automotive and other equipment at Purchaser's Shops.

No. of Vehicles	Estimated No. of Miles	Constant	Amount
1 Pickup truck requested	10,000	.0215	$ 215
6 Trucks	40,000	.0511	2044
1 Fordson Tractor	4,000	.0511	204
5 Trailer mounted & Non-Highway Units			350
		Total	$ 2813
		Say	2800

B Services of the Reproduction Bureau - Funds are needed for the reproduction of mimeographed forms, blueprints, signs and photographs necessary in the operations of the Tree Division. $100

C Heat, Light & Power - To provide funds for the electricity used for lighting the tool rooms located on Brotherhood Way, Upper Market Street and on Sunset Blvd., also for the electrical irrigation system on Mansell St.

Estimate provided by Bureau Heat, Light & Power - $370.

D Telephone Expense - To provide funds to repay employees for money expended calling the office. Bureau rules instruct men to report immediately to the office any dangerous conditions observed on streets or sidewalks, such as holes, loose curb irons, oil spillage, dead animals, illegal acts or emergencies.

Our experience has shown that the Division averages 2 phone calls per day from the field.

2 calls daily x 252 working days x .10 = $50.40
Say $50.00

E Tree Surgery or Removal - Funds are requested for tree surgery or removal.

Many large trees on City property require that work be done on them to eliminate extremely hazardous conditions, to improve the health and vigor of the trees, and to prevent excessive storm damage. Some locations where this work is necessary include designated streets, easements, traffic islands and boulevards such as on Lyon Street, Greenwich Street, Canyon Drive, 7th Ave., Bernal Cut, Detroit Street, etc. $1000

Continue a tree work program on Sunset Blvd. to extend several years. 1500
Total $2500

Gardeners prune street trees from 12' ladders but are not trained nor equipped to do the work of tree toppers.

F Mowing of Lawn Areas & Spraying Tall Trees - Services of the Recreation-Park Dept.

The mowing of the lawn areas along Sunset Blvd. is done by the mowing crew of the Recreation-Park Department.

Wages	$7000
Overhead	1600
Equipment	345
Total	$8945

Estimate provided by Recreation & Park Department

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ITEM

A Miscellaneous Services

To provide funds that may be needed to care for unforeseen contingencies that may arise during the year, such as welding or brazing gardening tools, sharpening saws, etc. $100

B Miscellaneous

Funds are requested for the purchase of miscellaneous items such as: Lawn cocks and hose bibs that may be damaged beyond repair.
Hardware or glass that may need replacing.
Plumbing fittings, washers and packing.
Light globes, soap, paper towels, etc.
Flares, red flags, etc.
Also to cover emergency replacement of misc. items.

Requested by Department $500
Approved by Chief Administrative Officer 450

C New Tires & Tubes

To provide funds for the replacement of worn out tires and tubes on 7 trucks, Fordson tractor and 5 trailer or non-highway pieces of equipment.

Estimate provided by Purchaser's Tire Shop $400

Requested by Department $400
Approved by Chief Administrative Officer 375

D Small Tools

Type of tool	Present Stock	Stock Needed	Difference	Cost
Shovels, round point	35	41	6	$ 18
Shovels, square	14	20	6	18
Garden hoe	30	36	6	15
Lawn rake	20	26	6	15
Mattock	12	16	4	16
Pruning saw	12	18	6	18
Lopping shears	30	36	6	24
Garden rake	20	26	6	21
File	12	24	12	12
3/4" Garden hose	24	30	6	21
1" Garden hose	55	61	6	72
Grubbing hoe	12	18	6	21
Pitchforks	10	16	6	24
Tree saws	7	10	3	12
Grass whips	12	18	6	15
Sprinklers	57	63	6	48
			Total	$370

366

ITEM
A

Gasoline & Oil - To provide fuel for the operation of automotive equipment in the Tree Division.

No. of Vehicles	Estimated No. of Miles	Constant	Amount
7 Trucks	50,000	.0312	$1560
1 Fordson	4,000	.0143	57
5 Pieces of Trailer mounted non-highway equipment	2,000	.0312	62
		Total	$1679

B Stationery & Printing - To provide for the necessary office stationery, time sheets and forms necessary in the functions of the Tree Division. Amount requested $150

C Horticultural

Weed oil spray for weed control on red rock pedestrian and bridle paths, traffic islands and landscaped areas	$ 500
Manure to mix in the soil; soluable fertilizer to be added to the water in the tank trucks for the feeding of the young street trees (Sludge from the Sewage Treatment Plants is used to improve the growth of the landscaped areas	100
Street trees are needed for the replacement of those trees damaged by vandalism or by vehicles. A program is in progress for the gradual replacement of old troublesome trees by young trees that are selected for their good habits. A pilot tree program to develop better trees for San Francisco is also carried on	800
Shrub replacements and additions at the following locations: Sunset Blvd., Sloat Blvd., Junipero Serra, Brotherhood Drive, Third St. at Bayshore, Broadway Tunnel, Masonic & Geary, Van Ness Ave., Portola Dr., Geary Blvd., Upper Market, Christmas Tree Point, and Mansell and Alemany Interchanges and Geary Expressway	300
Soil - topsoil - 20 yards	60
Posts - tree supports -.200 - 3"x3"x12' long	450
To establish an account with a local nursery in order to purchase plants directly. In some cases where plants have been destroyed in an accident it is a good policy to replant as soon as possible.	50
Protective screens to be installed around the newly planted trees. The screens can be used and reused many times.	250
Total	$2510

D Stenographer's Chair (Replacement) - Funds are requested for the replacement of a worn out stenographer's chair. This chair has been repaired and recovered several times. $33.00

E Curb Dresser Tool (Replacement) - To replace a 20 year old obsolete Curb-Dresser edging tool.

The edger will reduce the time that is now necessary to cut the sod back to the curb edge, and will be used to edge ivy and iceplant ground covers along miles of curb on traffic islands.

Purchaser's shop recommends replacement of this item. $350

F Electric-Powered Sharpening Tool (New) - Electric powered sharpening tool for use in keeping the chain saws accurately sharp at all times. $37.

367

ITEM

A 1/2 Ton Pickup Truck (New)
To be used by a Sub-foreman while on inspection and while supervising the gardeners who maintain the landscaped areas in many sections of the City. The truck will be used also to transport men and equipment and supplies. $1800

B Power Mower - Whirlwind (New)
A whirlwind type mower is requested in order to save on labor costs during the operations of weeding ice plant and lawn areas. Also large areas that are planted to ivy ground covers could be mowed to prevent excessive buildup. $420.

C Summary of Equipment (New & Replacement)

Priority	Amount
New	
1 - 1½ Ton Pickup Truck	$1800
2 - 1 Electric-powered saw sharpening tool	37
3 - 1 Whirlwind power mower	420
Replacement	
1 - Edger Tool - "Curb Dresser"	350
2 - 1 Chair - Stenographer's	33
	$2640

D Membership
Membership in the International Shade Tree Conference.
To provide for continued membership in this progressive organization which has chapters all over the United States and in foreign countries. The membership includes men of experience from all phases of horticulture, and the exchange of ideas and experience is well worth the cost of the membership. Total fixed charge $25.00

E Clerical Services
To provide funds for the Clerical services necessary for the operation of the Tree Division from Bureau of Accounts.

12 Months @ $436	=	$5232.00
4 Holidays @ 30.19	=	120.76
Total		$5352.76
Say		$ 5353.

368

ITEM
A

Landscaping certain principal street area ways during 3rd year of 5-year planting program. The projects vary from streetside sidewalk tree planting to mass planting of shrubs, ground cover and groups of trees in center island and larger streetside areas. Irrigation piping will be provided in all planting except streetside sidewalk planting.

This program is in accordance with Ordinance 8993 which states that it shall be the duty of this Department to develop and establish an official street and sidewalk planting program. The program is also in compliance with the recommendations of the Street Tree Advisory Committee to establish a planned program to beautify and safeguard the City streets.

STREETSIDE LANDSCAPING PROGRAM

Priority & Year Scheduled	Project Location	Project Description	Estimated Cost Landscaping
1. 1962-63	Gilman Ave. Griffith to Coleman	Sidewalk tree planting of 90 trees on the north side, Candlestick Park, for aesthetic reasons. No irrigation piping required. (Annual maintenance est. $785)	$ 21,000
2. 1962-63	San Jose Ave. (Bernal Cut) Proj. #2 Slopes bet. Highland & Randall Sts.	Stabilization and beautification of westerly slopes. Includes ground cover, shrubs and irrigation piping for 20,000 sq.ft. (Annual maintenance est. $1800)	92,000
3. 1962-63	Franklin St. California St. to Broadway	Sidewalk tree planting of 60 trees. Part of Conservation Area Program. No irrigation piping required. (Aanual maintenance est. $1005)	5,700
4. 1962-63	Van Ness Ave. Center Island between McAllister & Lombard St.	Center Island Planting Removal of concrete surface from 16 center islands totaling 36,000 sq.ft. Planting of shrubs and ground cover bordered by cobblestones. (Annual maintenance est $2500)	98,000
		Total Program	$ 216,700

Studies & Plans	$16,725.00
Construction	199,975.00
Requested by Department	216,700.00

Approved by Road Commissioner:

Gilman Ave.-Griffith to Coleman	$21,000.00
Franklin St.-California to Broadway	5,700.00
Van Ness Ave.-McAllister to Lombard	25,000.00
	$51,700.00

B Non-recurring Item

357

A. Normal increases and decreases due to new employees at starting increment and employees resigning, leaving the Department and re-classification.

B. Number of actual working days reduced due to additional Saturdays in the 1962-63 fiscal year.

C. Increases requested to provide sufficient funds for increased salaries causing hourly rate increases for for Overtime and to anticipate cost of summer light opera double performances on Wednesdays and Saturdays.

D. To provide sufficient funds for Watchmen and Janitors on holidays as listed:

Veterans' Building

3 - C152 Watchman - 8 hours = 24 hours @ $3.25= times 12 holidays =	$ 936.00
2 - C152 Watchman - 8 hours = 16 hours @ 3.25= times 8 holidays =	416.00

Opera House

3 - C152 Watchman - 8 hours = 24 hours @ $3.25= times 12 holidays =	936.00
6 - C104 Janitors - 8 holidays - 6 Janitors @ 6 hours = 3.42 per hr.	982.00
1 - C107 Work'g Fore.Janitor 8 holidays - 6 hours @ 3.77 =	181.00
1 - 0168.1 Operating Engineer 8 holidays - 82 hours @ 4.81 =	400.00
	$ 3,851.00

E. To provide sufficient funds for Extended Work Week as listed:

1961-62

CLASS		No. of POSITIONS	HOURS	No. of POSITIONS	NAME	HOURS	RATE	COMPUTATION	AMOUNT
C52	Elevator Operator	2	44	2	Alan S. Doctor	44	376/12	$3.25 X 4 X 52	$ 676
					John Taylor	44	358/11	3.10 X 4 X 48	595
							376/1	3.25 X 4 X 4	49
C108	Foreman Janitor	1	44	1	Elmer Daves	44	481/12	4.16 X 4 X 52	865
C152	Watchman	2	48	2	Herbert Mahoney	48	376/12	3.25 X 8 X 52	1352
					Carl Petersen	48	376/12	3.25 X 8 X 52	1352
*C104	Janitor	4	44	4	Various	44	395/12	3.42 X 4 X 52	2845
									$7734

*Four (4) C104 Janitors 4 hours on fifty two (52) Saturdays required for cleaning Veterans' Building after use on Friday evenings = 832 hours @ $3.42 = $2,845.00

F. To provide funds for various personnel as listed:

Vacation relief - various classifications	$4000
Accumulated vacation relief - various personnel	560
One (1) C52 Elevator Operator "as needed" Opera House	1850
Two (2) C104 Janitors "as needed" Opera House	380
Lays off: Holidays falling on days off - Relief for various classifications	300
Sick leave - 1961-62 Experience	910
	$8000

A. To provide for sufficient funds for vacation relief, 15 days @ $27.00 = $405.00, overtime and anticipated sick leave. Relief must be furnished for any vacation or absence. Overtime cannot be correctly anticipated but provision should be allowed.

B. To provide funds for overhauling boilers of the Engine Room, Veterans' Building, estimated at $2,000.00. Boilers now 30 years old and overhauling now necessary.

C. To provide funds for mimeographing of Board of Trustees Meeting Minutes, Opera House booking notices and other various mimeographed forms needed for normal operation of this Department. Request for new mimeograph machine in the 1961-62 budget was deleted and this Department was requested to use the Reproduction Department.

D. Funds requested by the Public Utilities Commission, their letter of December 18, 1961.

E. Funds requested for annual Scavenger Services as negotiated by Purchaser of Supplies.

F. To provide sufficient funds for various materials and supplies due to increase in costs of materials. Constant replacements necessary, supplies cannot be accumulated. Heavy anticipated bookings in 1962-63 will require additional materials and supplies.

G. To replace wheelchair in Opera House first aid room now 30 years old. Recently collapsed with a first aid case needing medical attention. Prefer Everest & Jennings Model 8 E3A 21-78-15 with 8 casters, approximate cost $200.00 tax included.

H. To replace current freon compressor now 30 years old and badly worn, with a "Brunner" Model R-5002, approximate cost $375.00, installation charge $75.00, Sales tax $15.00. This compressor is for the drinking water system controlling the Opera House & Veterans' Building.

I. To provide funds for additional tables for the mezzanine and lower section of the refreshment sections of the Opera House. Experience of past years reveal a shortage of tables to take proper care of patrons attending performances at the Opera House. Ten (10) tables Model #A 110 round 36" pedestal base tables required, table top to be #1194 Triset Marble plastic, chrome plated as manufactured by Chromecraft Mfg. Company. Cost approximately $60.00 per table, plus sales tax.

J. To provide funds for sixty (60) additional chairs for the above mentioned tables, #A 771 bronze enamalite finish chairs, square tubular welded frame, seat and back covering in Deauville - #962 gold, manufactured by Chromecraft Mfg. Co. Cost approximately $30.00 per chair, plus sales tax.

K. To provide funds for a Simpson Model 260 BT - AC/DC Volt - OHM Williammeter electrical testing unit. This unit urgently needed due to the tremendous electrical installations in the Opera House, Veterans' Building and Art Museum, Cost $50.00 plus $2.00 tax.

L. To provide funds for a complete paint spraying Compressor. To be used for painting ceilings inaccessible by hand brush, refinishing furniture throughout the War Memorial. Will increase efficiency of our painter and add greatly to preservation of our properties. Cost approximately $545.00, tax included.

M. To provide funds for ladders of five and six foot heights, wooden and aluminum painting extention planks. Wanted: 2 Larsen ladders, 5 feet; 2 Larsen ladders, 6 feet at approximately $1.27 per foot; 2 - 1½ X 18 ft. painter planks; 2 - 1½ X 14 ft. painter planks; 1 - 8 ft. extention plank, all wood and 2 - 12' x 16' aluminum planks, total cost, including tax $235.00. This equipment will be of great assistance in reaching and building scaffolding for reaching locations which cannot safely be painted from ladders alone.

A. To provide funds for the purchase of 3 sets of "White" Mopmaster Jumbo No. 00 Mopping Units with complete assesories at approximately $52.00 plus tax. These units have proved very efficient and enable the janitorial force to cover many extra feet of mopping in shorter time. The Department has now 3 units. This additional equipment will provide completion of mopping requirements and provide an efficient addition to the janitorial force.

B. To provide funds for a hydraulic water ram for cleaning sewer lines throughout the War Memorial Buildings. This equipment will enable our operating engineers to clean and keep our sewer system clear and ward off water damage.

C. Purchaser of Supplies letter of October 30, 1961 requesting $15.00 be included in our 1962-1963 budget request for payment of premium for employees fidelity insurance.

D. Decrease in cost of our Public Liability and Property Damage insurance policy; third and final payment of a three (3) year policy.

E. Retirement Allowance rate of 6.236% of Permanent Salaries, $193,495; Wages, $40,712; Overtime, $3,000; Holiday Pay, $3,851 and Extended Work Week, $7,734.

F. Social Security tax based on the following and will be paid for employees who will not meet maximum of $4,800 per annum: - Employees of various classifications, salaries for

	July 1 to Dec. 31, 1962	Jan. 1 to June 30, 1963
Permanent Salaries	$73,685	$70,246
Wages	1,719	12,393
Wages Overtime	500	210
Overtime	1,500	1,500
Extended Work Week	3,800	3,934
Holiday Pay	1,975	1,876
	$83,179 X 3 1/8% = $2,599	$90,157 X 3 5/8% = $3,268

7/1/62 to 12/31/62 - $2,599 - 3 1/8%
1/1/63 to 6/30/63 - 3,268 - 3 5/8%

$5,867

G. Funds requested to be included in our 1962-63 budget request, Health Service System letter dated January 5, 1962.

H. To provide sufficient funds for employment of gardener for the War Memorial grounds as requested by the Recreation and Park Department.

I. Normal increment and transfer for a C52 Elevator Operator from Department of Public Works at top increment.

J. To provide funds for normal operations for employees required to work on holidays.
The Art Museum will be open on September 9, October 12, November 6 and 11, 1962 and February 12, 1963.

K. Extended Work Week as follows:

1961-62 CLASS	No. of POSITIONS	HOURS	No. of POSITIONS	1962-63 Holder of POSITION	HOURS	RATE	COMPUTATION	AMOUNT
C52 Elevator Operator	3	44	3	James Cronin	44	376/12	3.25 X 4 X 52	$ 676
	•	•	•	Edgar McCoy	44	376/12	3.25 X 4 X 52	676
	•	•	•	Daniel Rodriguez	44	376/12	3.25 X 4 X 52	676
								$2,028

A. Temporary Salaries:

3 - C52 Elevator Operators	- Vacation relief -	$ 600
1 - " " "	- Accumulated vacation -	70
1 - C104 Janitor	- Vacation relief -	148
Cleaning gallery skylights -		182
		$1,000

B. Additional funds required for the 1962-63 fiscal year, Public Utilities letter of December 18, 1961.

C. To provide funds for the replacement of 200 theatre chairs in the Art Museum now 30 years old with Bila Deluxe Auditorium metal chairs with coil springs #7013 manufactured by J. & J. Tool & Machine Company of Chicago, Ill. at approximately $25.00 each.

D. Retirement allowance based on Permanent Salaries, $18,368; Holiday Pay, $300; Extended Work Week, $2,028, at 6.236% = $1,291.

E. Social Security tax based on the following and will be paid for employees who will not meet maximum of $4,800 per annum:- July 1 to Dec. 31, 1962, $10,203 @ 3 1/8% = $318.84
Jan. 1 to June 30, 1963, 10,211 @ 3 5/8% = 370.14
$688.98

F. To provide funds to extend Mezzanine refreshment bar in the Opera House. Present facilities no longer adequate to serve patrons attending performances at the Opera House. This improvement necessary in order to provide sufficient and adequate service.

G. To provide funds for Statuary Court Ceiling lighting alterations as follows: Plans and specifications, $600.00; Construction, $4,800.00; Inspection services, $200.00; This work will add a much needed lighting requirement as the present lighting is inadequate for present required use.

H. To provide funds to improve the acoustics in the Statuary Court of the Art Museum. This acountical treatment will lessen the vibration and improve sound. The anticipated cost for this improvement is $2,200.00.

I. To provide funds to improve the acoustics and lighting in the Staff Room of the Art Museum. The present lighting is inadequate and the poor acoustics affect hearing at Staff and Board Meetings. The anticipated cost for this work is $4,300.00.

Estimate for the above improvements was submitted by the Bureau of Architecture.

FORM 6260

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC UTILITIES COMMISSION - BUREAU OF LIGHT, HEAT AND POWER — Index Number 695 — Sheet Number 1

A - ADJUSTMENT OF SALARIES IN ACCORDANCE WITH ANNUAL SALARY STANDARDIZATION ORDINANCE

B - 111 OVERTIME - $860

Most of the street lighting complaints are for excessive glare or insufficient light and must therefore be investigated after dark. A routine night check of street lighting is also necessary for ordinary operating purposes.

This work is performed by a crew of two men, an F100 Junior Draftsman and an N102 Street Lighting Inspector, working an average of 3-1/2 hours per week for the year. When either the F100 Junior Draftsman or the N102 Street Lighting Inspector is on vacation, an F404c Assistant Engineer I, Electrical, is used in his place.

The schedule for overtime is as follows:

N102 Street Lighting Inspector
3-1/2 hours/week for 49 weeks = compensating time off
F404c Assistant Engineer I, Electrical
(Vacation Relief)
3-1/2 hours/week for 6 weeks = $ 126
F100 Junior Draftsman
3-1/2 hours/week for 49 weeks = 734

TOTAL ALLOWANCE FOR OVERTIME REQUIRED $ 860

C - 214.000 ALTERATION AND REPAIR OF STREET LIGHTING STRUCTURES - $2,500

This appropriation is for the following

(a) Repairs to street lighting structures jointly owned by City and Pacific Gas and Electric Company

(b) Alterations and extensions to trolley poles and relocating overhead feeder lines performed by Municipal Railway to accommodate new type street lights

D - 214.001 MAINTENANCE AND REPAIR OF STREET LIGHTING INSTALLATIONS- $92,700

This appropriation is for maintenance and repair of City-owned street lighting facilities including group replacement of lamps, maintenance and repairs necessitated by equipment failure and damage from vehicles. When responsible parties are known claims are filed for reimbursement of costs of latter type.

E - 801 - ACCIDENT COMPENSATION - $100

To provide funds for the care of employees injured in industrial accidents.

F - 813 - AUTOMOTIVE INSURANCE - $300

Premium on public liability and property damage automobile insurance for the three automobiles owned by the Bureau

O - 860 - RETIREMENT ALLOWANCE - $5,761

Permanent Salaries	$91,538
Overtime	860
	$92,398
Retirement Rate	6.236%
	$ 5,761

R - 862 - SOCIAL SECURITY - $1,392

8 employees at $174 each

I - 865 - HEALTH SERVICE SYSTEM - $673

Bureau of Light, Heat and Power's share of the cost of administration of the City Health Service

J - 1 ELECTRIC TYPEWRITER - $450

This will replace one Underwood Standard manual typewriter, Serial No. 12-6054778E, Inventory No. 63-100, purchased in 1942 at a cost of $100.26. This typewriter is worn out and beyond economical repair.

FORM 6250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC UTILITIES COMMISSION - GENERAL OFFICE — Index Number 705/708 — Sheet Number 1

A. TOTAL PERMANENT SALARIES - 1961-62 $203,885
INCREMENTS DURING - 1962-63 1,757
TOTAL 1962-63 REQUEST $205,642

B. ELMER ARMSTRONG 01 CHAUFFEUR 48 HOURS RATE 599/12
$41.48 x 52 = $2,156.96 for extended work week

C. ROUTINE TRAVEL: $50
OFFICIAL TRAVEL:
a. Persons - 1
b. Conference - California Municipal Utilities Association
c. Membership authorized by Adm. Code Section 16.6
d. Date - To be announced
e. Place - Southern California
f. Amount requested $110
$160

D. FOR EXPENSE INCURRED WHEN INSPECTING PROPERTIES, MEETINGS, ETC.
For expense incurred when inspecting properties under the jurisdiction of the Public Utilities Commission, meeting with Improvement Clubs, Junior and Senior Chamber of Commerce, Downtown Association, other organizations, business firms, Grand Jury, members of the Press, and others, all with the view creating good public relations, advertising and exploiting the resources of departments of the Public Utilities Commission.

E. NO NEW TIRES SHOULD BE REQUIRED THIS FISCAL YEAR

F. FLOOR COVERING HAS BEEN IN USE SINCE 1935 AND HAS PASSED ITS USEFUL LIFE.
It should be replaced to avoid possible injury to employees.

G. ACTUAL REQUIREMENTS AT RATE OF 6.236% FOR RETIREMENT

H. ACTUAL REQUIREMENTS FOR SOCIAL SECURITY TAX AT 3 5/8%

I. ACTUAL REQUIREMENTS FOR HEALTH SERVICE AT $3.40 PER PERSON PER MONTH

J. OFFICIAL TRAVEL:
a. Persons - 1
b. Conference of Municipal Finance Officers' Association
c. Membership authorized by Adm. Code Section 16.6
d. Date - May or June 1963
e. Place - Probably Dallas, Texas
f. Amount requested $500.00

K. ROUTINE TRAVEL: $ 50
OFFICIAL TRAVEL:
a. Persons - 2
b. Conference - California Municipal Utilities Association
c. Membership authorized by Adm. Code Section 16.6
d. Date - To be announced
e. Place - Southern California
f. Amount requested 220
$270

L. PAYMENT TO HETCH HETCHY PROJECT
For inspection of properties under the jurisdiction of the Public Utilities Commission by members of the Grand Jury and the Press of San Francisco, San Mateo, Santa Clara and Alameda Counties, at rates set forth in the 1962-1963 Annual Salary Ordinance.

M. ACTUAL EXPENDITURES FOR 1960-1961 PLUS 6% INCREASED COSTS

N. CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION - ADM. CODE SECTION 16.6
Increase is due to change in method of fixing membership dues which will be computed on basis of population area served.

O. CALIFORNIA PERSONNEL MANAGEMENT ASSOCIATION - ADM. CODE SECTION 16.6

P. CHARTER SECTION 122
The salaries and general expenses of the commission or bureaus thereof not chargeable to a specific utility shall be apportioned fairly among the utilities under the control of the commission in such manner as the commission may deem appropriate, and such apportionment shall be shown as expenses of such utilities.

It is anticipated in the 1962-1963 Airport budget requests that the South Terminal Building will be in operation beginning January 1, 1963. The budget as submitted provides for costs of operation of the South Terminal for the six month period, January 1 - June 30, 1963. In summary it is estimated that additional operating costs for the South Terminal for the half-year period will amount to $302,059. as compared with an estimated revenue of $361,222. for this same period.

A resume of estimated costs attributed to operation of the new South Terminal for six months follows:

Personal Services		$ 196,249
Salaries (67 new employments)	$ 168,005	
Wages (1 new employment)	4,334	
Overtime Salaries	237	
Holiday Pay	5,036	
Retirement Allowance	11,076	
Social Security - Employers Tax	6,250	
Health Service System	1,311	
Contractual Services		38,475
Light, Heat and Power		36,000
Conference Expenses		6,000
Materials and Supplies		5,750
Fidelity Insurance		85
Fire Insurance		4,600
Public Liability and Property Damage Insurance		10,000
Equipment		5,900
Total Estimated Costs - 6 Months South Terminal Operation		$ 302,059

Estimated Revenue from South Terminal Operation (six months)

Rentals	$ 311,222	
Additional Revenue from Restaurant Concession	50,000	
	$ 361,222	

S U M M A R Y

Estimated Additional Revenue	$ 361,222
Estimated Additional Costs	302,059
Estimated Excess Revenue Over Costs	$ 59,163

A. VARIOUS CLASSES

Increases due to salary increments. Decrease due to replacement of employees at top increment by new employees starting at bottom of scale.

ADMINISTRATION

Currently this division is provided 10 employees and has the overall direction of the Airport Department including planning, development, operation, maintenance and administration. The division controls in excess of $60,000,000 of fixed capital in service and is presently having under construction or planning improvements involving more than $14,000,000 of capital. Next year it will be administratively responsible for the collections, control and audit of approximately $6,725,000 of revenue. This division is also responsible for recommendations affecting airport rules and regulations, rates and charges, etc. The division manages the negotiations and administration of approximately 300 leases, permits and other agreements.

A. 1 B408 General Clerk - Stenographer

This stenographer is needed to assist in the rapidly increasing work-load of the Public Service Office at San Francisco International Airport. In addition to assisting in routine work of the Public Service Office such as handling correspondence, telephone, files, etc., this new employment would be extremely useful in assisting in preparation of copy for releases, fact sheets, San Francisco International Airport publications, etc., and in arranging for tours. Increase in information work alone has been startlingly steep. The trend is continuing and will increase even more sharply with the opening of the new South Terminal in January 1963. It is possible that the proper classification, instead of B 408, will be Public Relations Assistant 1310 when Civil Service officially sets up this new classification.

The employment requested, in the opinion of the Bureau of Public Service, is essential to the provision of realistically adequate public relations services for San Francisco International Airport; it is the keystone to virtually all other public relations requests contained in this budget.

ACCOUNTING, AUDITING, FINANCIAL

This division is currently provided with 15 employees. The functions performed by this staff are many and varied but generally can be broken down into the following sub-divisions:

1) secretarial and typing;
2) personnel and timekeeping;
3) appropriation accounting;
4) proprietary accounting;
5) revenue accounting and auditing;
6) supervising; administrative and special assignments.

No new employments requested for this division.

OPERATIONS AND SECURITY

The Airport Operations Division, in operation 24 hours every day, is presently functioning with 33 employees. The functions performed are diversified in nature and vary greatly depending on traffic peaks, weather conditions and the status of aeronautical facilities. In general, however, the functions of this division may be sub-divided into the following categories:

1) operation and inspection of Airport ground facilities;
2) traffic control and enforcement of Airport rules and regulations;
3) first aid;
4) inspection and observation - public and concessionaires;
5) supervision;
6) representing Airport management in its absence;
7) investigation surveys, traffic counts, etc.

The greatest single source of airport revenue is the automobile, it represents an estimated income of $1,654,365 in 1962-1963. This revenue appears in the Airport's financial statements in various forms, and is derived from ground transportation (busses and taxicabs), parking lots and valet parking service, U-Drive auto rentals, service stations, parking meters, employee parking fees and hotel parking permits.

This dollar flow must be nurtured and protected; the roads, curbs and lot areas carefully regulated so that they function properly and thus encourage people to make beneficial use of them. Good service will not only provide greater safety but will also improve the Airport's revenue position. Conversely, inadequate service will adversely affect safety and revenue.

This work of vehicular regulation and guidance is the responsibility of the Security Section - the detailed explanation following describes the functions planned to be performed by the new employments - a chart (Sheet No. 3) provides the complete work assignment picture.

B. 1 B408 General Clerk Stenographer (South Terminal)

This position is necessary to transcribe the multitude of reports necessary to the functioning of the Operations Division, handle correspondence, indexes and files pertinent to accidents, malfunctionings, complaints, requests, employees parking passes, road permits, traffic counts, alerts, actual emergencies, notices to airmen and so forth. Employment to start January 1, 1963 concurrently with the opening of the South Terminal Building.

C. 5 9210 Airport Security Officers - July 1, 1962.

These officers are needed for three reasons:

a) Direct traffic in front of the terminal building. This area is very congested both on the day and swing shifts, the morning traffic peak hitting the upper level as passengers come to the airport to board flights; the afternoon and evening traffic peak affecting the lower level as passengers arrive in the Bay Area. The traffic is a blend of large busses, taxicabs and private automobiles, all of whom are attracted to the focal point, the front of the terminal building. The officers on duty there must regulate loading and unloading so as to accommodate the greatest number of patrons possible in a safe manner. Unauthorized parking of vehicles must be detected and averted before the driver leaves, otherwise the terminal roadway is speedily clogged and other passengers are seriously inconvenienced.

The vehicle flow through this congested area averages as high as 560 vehicles per hour and, at the peak, exceeds 1200 vehicles an hour or a vehicle every 3 seconds.

This alone is not the picture, pedestrians walking between the parking lots and the terminal, across the lower level roadway, complicating the problem of traffic control and requiring close attention.

715 Both the vehicular and foot traffic are increasing as airport passenger volume mounts higher.

AIRPORT SECURITY OFFICERS REQUIRED

UNCIRCLED FIGURES ARE PRESENT EMPLOYEES (1) INDICATES NEW EMPLOYEE — [1] INDICATES REASSIGNED EMPLOYEE

WORK ASSIGNMENTS	CENTRAL TERMINAL JULY '62 DAY	SWING	NIGHT	NEW	SOUTH TERMINAL NOV. '62 DAY	SWING	NIGHT	NEW
PATROL CAR - ROADS & OUTLYING AREAS	1	1	(1)	(1)				
PARKING PATROL - CURBS, METERS & LOTS	1	1						
CENTRAL TERMINAL - UPPER LEVEL TRAFFIC								
APPROACH SECTOR		1						
CENTRAL SECTOR	1	1	1					
CENTRAL TERMINAL - LOWER LEVEL TRAFFIC								
APPROACH SECTOR	(1)	(1)						
CENTRAL SECTOR	1	1	1	(3)				
DEPARTURE SECTOR	(1)	1						
SOUTH TERMINAL — UPPER LEVEL TRAFFIC								
APPROACH SECTOR						[1]		
CENTRAL SECTOR					[1]	[1]		
SOUTH TERMINAL LOWER LEVEL TRAFFIC								
APPROACH SECTOR						(1)		
DEPARTURE SECTOR					(1)	(1)	(1)	(4)
INTERIOR PATROL — TWO TERMINALS					(1)	(1)	(1)	(3)
STATION COORDINATION & FIRST AID					(1)	(1)	(1)	(3)
RELIEF OFFICER					(1)	(1)		(2)
ADDITIONAL REQUIREMENTS - 5 DAY WEEK				4				12
ADD 40% FOR 7 DAY WEEK				1.6				4.8
TOTAL NEW EMPLOYEES				5				17

SAME AS AT LEFT EXCEPT THREE OFFICERS FROM CENTRAL TERMINAL LOWER LEVEL ARE REASSIGNED TO SOUTH TERMINAL UPPER LEVEL

FY 1962-1963 — TOTAL ESTIMATED REVENUE — VEHICULAR ACTIVITIES $1,654,000

5 9210 Airport Security Officers - July 1, 1962 (contd)

b) In order to connect the upper roadway of the present terminal with upper roadway of the new terminal it will be necessary to demolish the existing sloping ramp leading to the upper level and construct a new upper level roadway connecting the two terminal buildings. Before this can be done, however, a timber trestle will be constructed to provide temporary access to the upper or main lobby area. This construction starts in mid-July and an aggravated situation will exist until the complete upper level roadway system is in service. This timber trestle is only one traffic lane wide and will start from the present lower level roadway to connect with the upper level. The trestle materially reduces access to the upper level and also reduces access to the lower level because it impinges upon the lower level traffic lanes. Inability to control and, if necessary, divert traffic in this area will bottle up all vehicular access to the front of the terminal building, cause travelers to be delayed and disrupt the public's use of the airport. This required addition in personnel is necessary to alleviate the traffic problem which would otherwise adversely affect the airport's revenues.

All security officers now on the staff have been required to schedule their 1962 vacations between January and July of 1962, the only exception being new replacements who will not have the required year of service until October 1962. The reason for this action was to have all available manpower on duty during the critical period.

c) There is urgent need for patrol coverage on the night shift (11 P.M. to 7 A.M.). The duties of the patrol car include traffic enforcement (speed limits, stop signs and signals, pedestrian crosswalks) and also investigation of any unusual situation existing on the Airport road system away from the terminal building proper. The presence of a patrol car, known to be active about the premises on the night shift will, of itself, forestall many overt acts and increase the protection afforded the tenants and patrons of the Airport.

A. 17 9210 Airport Security Officers - November 1, 1962.

These officers are needed as follows:

a) Four officers to cope with the increased areas attendant upon the combined operation of both the new South Terminal and the present terminal. The frontal area alone increases from 200 lineal feet to 1200 lineal feet, a 500% increase and experience indicates that loading and unloading in front of the terminal must be controlled by an officer on the scene, otherwise chaos results from the clogging of traffic flow. It must be borne in mind that most people driving to the airport are not shoppers or sightseers but instead people under a time pressure with each moment's delay bringing them closer to an attitude of indifference toward parking regulations, their most pressing thought being to board their flight before it leaves. These people must be given an opportunity to unload their vehicle close-in but then must be required to move on to a designated parking area (a revenue source for the airport). Issuance of parking citations for violations under these circumstances is a punitive measure but the presence of an officer can make such action unnecessary and provide better service to airport patrons. Four officers would augment the staff controlling the street side of the terminal.

b) Three officers required for interior of terminal buildings. There is no organized patrol by an officer of the terminal building's interior. There are extensive areas open to the public, such as lobbies, waiting rooms, concourses, gate rooms, hallways rest rooms, foyers and the spectators' terrace which should be visited and checked regularly by a uniformed officer. There is much valuable equipment and furniture about these areas as well as a need to detect hazards which might injure someone using the premises.

At any one time there may be three to four thousand people in the terminal and for their protection this coverage should be provided. Tests prove that it requires from 1½ to 2 hours to properly patrol and inspect all the areas of concern in the present terminal building and this figure will, of course, materially increase with the addition of the new South Terminal. Three officers will adequately cover the approximate 300,000 square feet of public areas in the interior of the terminals on a 24 hour basis.

c) Three officers to man the public contact point with the Airport Department in the South Terminal which will be located at the Security Office on the baggage claiming level. This office is directly accessible to the public and will serve as the point for the public to obtain information, assistance and, also, first aid service since the first aid room is immediately adjoining.

The office must be manned around the clock to receive and relay assignments and alerts and keeps the supervisor posted on the existing situation. Since there is only one supervisor for the entire shift and his duties include jurisdiction over more than just the Security Section he cannot possibly devote a major portion of his time to direct shift supervision of the Security Section. The officer on duty in the Security Office performs functions of screening calls and taking appropriate action on them, maintaining a station log, keeping the supervisor informed and operating the first aid facility. Three officers are needed to cover this post 24 hours a day.

d) Two officers for relief duty. Each officer on duty must be allowed sufficient time during his tour to have lunch and attend to other needs. Based on past experience, each officer requires about 60 minutes away from his post during a tour of duty. On the night shift this can be taken on a self-relief or shifting-of-officers basis. On the day shift and on the swing shift the workload is such that a relief officer must fill the temporarily vacant post. This relief officer will make it possible to con-

17. 9210 Airport Security Officers-November 1, 1962 (contd)

d) tinuously cover the vital points and, in addition, will be used to fill in on special assignments, unscheduled absences, etc. Two officers will provide this coverage 16 hours a day.

e) Five officers are required to perform assignments of the the 12 officers discussed above (12 x 40%) for replacement on their two days off per week.

f) These new officers are requested to report for duty on November 1, 1962 - two months in advance of the opening of the South Terminal. They will be given a six week treining course in their responsibilities. The course encompasses first aid, airport rules and regulations, airport policy, California Vehicle Code, citation writing, report writing, emergency procedures, firearm safety, physical restraints, etc. The remaining two weeks will be used for an on-the-job breaking-in period just prior to opening of the South Terminal.

COMMUNICATIONS

This division, in operation 24 hours per day, is presently staffed with 12 employees and controls the Airport fire, crash and emergency alarm systems, the Airport switchboard, the public address system and the lost and found desk. Its activities will increase with introduction of a two-way radio communications system which will tie in all Airport emergency, operations and maintenance vehicles with the communications desk and each other. The activities of this division have been increasing and will continue to increase in direct proportion with the flow of traffic through this Airport.

A. 4 - B560 Communications Clerks, S.F.I.A.

These four new employments are needed to properly operate this division. At the present time Communications is operating three positions, with two operators. Requests for additional telephones on the common dial system by subscribers has made necessary expansion of the system to the extent of provision for 100 additional lines which, in turn, makes a second PBX switchboard mandatory. This additional switchboard makes a fourth position which must be manned.

Activation of the Airport Radio Communication System and the San Francisco Fire Department Radio System means that Communication Clerks in this division are now operating three radio stations in addition to their various other duties.

The above indicates that a minimum of three operators must be on duty at all times. Two operators will operate the multiple switchboard. This will eliminate the delay in reaching the operator which now exists. The third operator on duty will operate the Public Address System, the Airport Radio Communication System and the San Francisco Fire Department Radio System.

In addition to the above, all operators monitor and operate the San Mateo Sheriff's radio and handle routine business at the window; information, lost and found, etc. The present operation provides for only two clerks each on the day, swing, and midnight shifts, plus one employee who is able to provide part time relief during five days of seven-day swing and day shifts. (14 shifts) This arrangement will be entirely unsatisfactory and unworkable when the South Terminal is in operation.

ORGANIZATION AND FUNCTION OF THE COMMUNICATION DIVISION AT TIME MULTIPLE SWITCHBOARD IS IN SERVICE

SHIFT	SHIFTS PER WK.	CREW	PRINCIPAL ASSIGNMENT
12M-8 am	7	B560 Communication Clerk	Switchboard, Paging, Lost & Found, Information, etc
12M-8 am	7	B560 Communication Clerk	Alarms, Switchboard, Paging, etc.
12M-8 am	7	B560 Communication Clerk	Alarms, P.A.System, Flight Announcements, Airport Radio.
8 am-4 pm	7	B560 Communication Clerk	Switchboard, Paging, Lost & Found, Information, etc.
8 am-4 pm	7	B560 Communication Clerk	Alarms, Switchboard, Paging, etc.
8 am-4 pm	7	B560 Communication Clerk	Alarms, P.A.System, Flight Announcements, Airport Radio
8 am-4 pm	5	B560 Communication Clerk	Correspondance, Typing Records, etc. covering administrative and general responsibilities. Fill in at Communication Desk, operate Airport Radio Communication System.
12N-8 pm	5	B560 Communication Clerk	Miscellaneous activities. Public information, Lost & Found, Public Address, Switchboard, Airport Radio.
4 pm-12 M	7	B560 Communication Clerk	Switchboard, Paging, Lost & Found, Information, etc.
4 pm-12 M	7	B560 Communication Clerk	Alarms, Switchboard, Paging, etc.
4 pm-12 M	7	B560 Communication Clerk	Alarms, P.A. System, Flight Announcements, Airport Radio.
		B 560 Communication Clerk	Day Off
		B 560 Communication Clerk	Day Off
		B 560 Communication Clerk	Day Off
		B 560 Communication Clerk	Day Off
	Total 73		

Total Shifts divided by 5 shifts per week per employee = 14.6 employees
Total employees required by Communications Division = 15

CUSTODIAL

This division operates 24 hours per day and is presently functioning with 74 employees, including one elevator operator. The custodial division is charged with the responsibility for maintaining the cleanliness of public areas in Airport-owned buildings. However, the fact that these areas must be cleaned and maintained 24 hours per day imposes a much greater workload than is customarily required in buildings.

A. New employments requested. (All for South Terminal)

6 - C 102 Janitress
35 - C 104 Janitor
3 - C 108 Foreman Janitor
1 - C 113 Assistant Supervisor of Janitors

The South Terminal and its related facilities will very nearly duplicate facilities afforded by the present (Central) Terminal Building. This means that the Airport Department must staff these buildings with operating personnel. The largest complement of such personnel is custodial, whose responsibility it is to maintain all public and common use areas in a clean condition, 7 days a week and 24 hours a day. This continuing maintenance more than quadruples the personnel that would be required for a 5-day 40 hour week, which is normal for most buildings.

With the addition of the South Terminal the overall organization of the Airport Custodial Division must be modified. Each building is to be maintained (janitorially) as a separate operation under the overall supervision of an Assistant Supervisor of Janitors. Each Assistant Supervisor will in turn be responsible to the Supervisor of Janitors, who is responsible for the entire operation. One Assistant Supervisor is requested herein for the South Terminal. It is intended that an Assistant Supervisor for the Central Terminal will be acquired through reclassification of a present foreman position. One departure from the present staff organization which includes a foreman on the day shift is the deletion of this position from each building in the new organization when the reclassification is accomplished. It is intended that the Assistant Supervisor, who will be assigned to the day shift, will also serve as foreman on that shift.

For Custodial Organization Chart serving both terminals please refer to Explanation Sheet No. 7.

The full complement of new positions that will be required for the South Terminal when both buildings are in operation, is as follows:

1 Assistant Supervisor of Janitors
3 Foreman Janitors
35 Janitors
6 Janitresses

NOTE: All janitorial employments will be required for six months during 1962-1963 based upon January 1, 1963 as the opening date of the South Terminal, EXCEPT the Assistant Supervisor who should be on the job one month prior to opening the building so that he may familiarize himself with the building and facilities; plan the detailed operation of his organization; become acquainted with airport operations and requirements and otherwise learn what his duties and responsibilities will be under the Supervisor of Janitors.

This complement of required personnel has been determined by a study of the configuration and areas in the South Terminal Building and piers.

Areas to be serviced by the Airport Department include several different types of use areas as indicated below:

Type of Use Area		Square Feet
1.	Airport Operations & Utility	8,593
2.	Joint Airline Common Use	9,220
3.	Customs, Immigration & P. H.	10,930
4.	Public Lobby, Piers & Misc.	116,762
5.	Rest Rooms	7,942
	Total	153,447

General description of above use areas:

1. Operations, Communications, Press Room, Fire Department, Corridors, Locker Rooms, First Aid.

2. Common use baggage areas, loading dock.

3. Self-explanatory.

4. Lobbies, lounges, piers, stairways, escalators, elevator, corridors.

5. Self-explanatory.

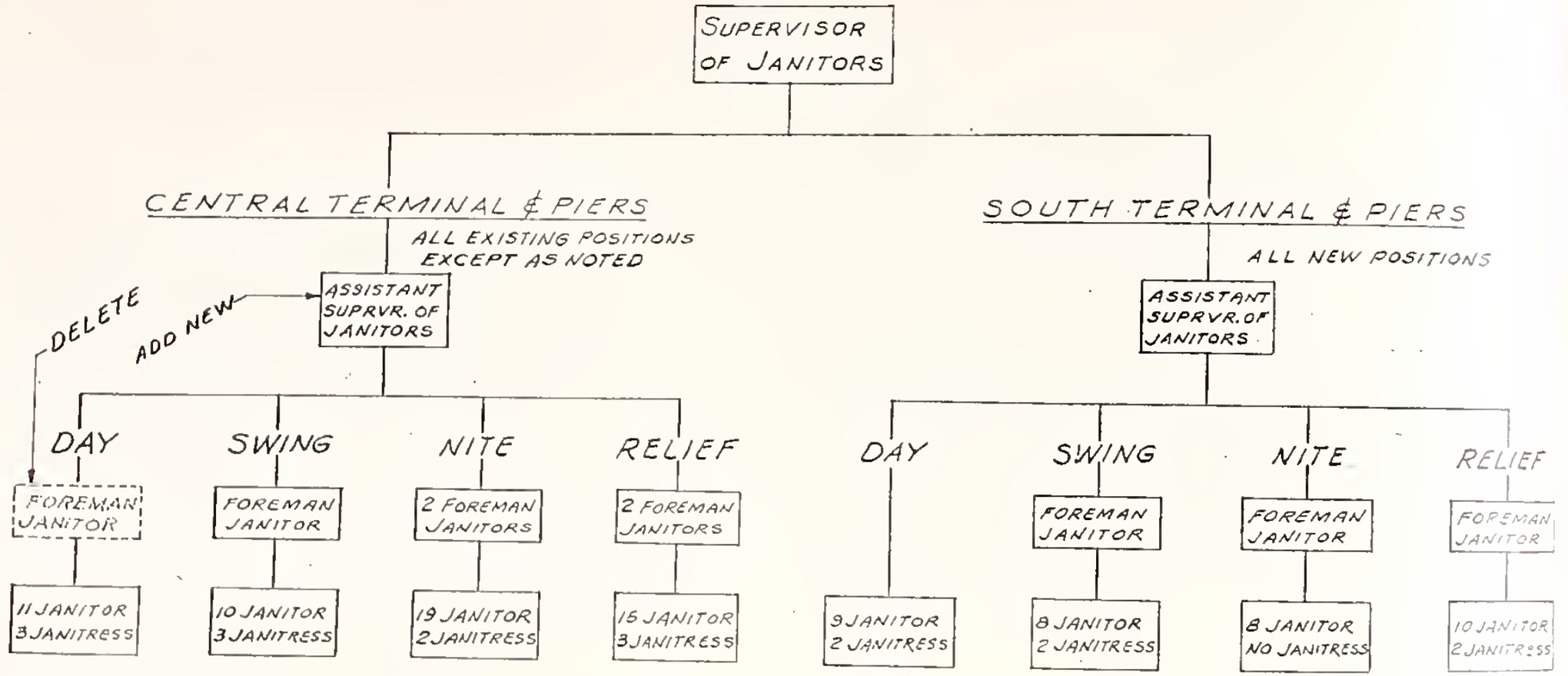
Basis of requirements:

These requirements are based on the actual number of janitorial employments that will be required to maintain these areas. Experience in the present terminal buildings forms the basis for these requirements. Of course, the degree, or standard of cleanliness has great bearing on cleaning costs. It is intended that the complement of personnel required, as indicated herein, can maintain the South Terminal to the same standards as the present terminal.

SAN FRANCISCO INTERNATIONAL AIRPORT

CUSTODIAL SECTION

FOR TWO TERMINAL BUILDINGS



TOTAL: 5 FOREMEN, 55 JANITORS, 11 JANITRESSES

TOTAL: 3 FOREMEN, 35 JANITORS, 6 JANITRESSES

CUSTODIAL (contd)

Future Requirements:

It is estimated that the South Terminal will open with a passenger traffic volume of about 39% of the total Airport traffic at that time, or about 2.1 million passengers annually.

The number of cleaning personnel required is dependent on (1) size of area, and (2) frequency of use by the public (and employees). Size of area is the most important. Although present experience has witnessed a 100% increase in traffic in the present building since it opened in 1954, there has been only a slight increase in janitorial assignments to public areas during this period. Additional personnel have been added to the Airport janitorial staff primarily because of additional areas resulting from Airport expension. Similarly, it is felt that it will not be necessary to substantially increase the personnel requirements listed herein for the South Terminal and Piers until a very substantial increase in traffic is realized, if at all. On the other hand, the number of personnel listed below is required at the outset of operations because of the areas involved. The size of these areas simply demand a certain number of people to maintain them. As traffic increases, the work load in these areas also increases, but for the most part, can be handled without personnel increases.

Conversely, because of the areas involved, it will not be practicable to decrease the number of personnel in the Central Terminal Building. When the South Terminal opens, the traffic remaining in the Central Terminal will be 50% greater than it was when the building was placed in service in 1954.

Number of personnel required:

The configuration of the South Terminal and Piers has been studied in conjunction with the sizes of the areas to be maintained. A schedule of personnel assignments is set forth below, the total of which is the number of people who will be required for janitorial maintenance.

Schedule of personnel assignments by areas or duties (South Terminal only)

Building Area		Personnel Required by Shifts			
UPPER FLOOR:	Janitors	Day	Swing	Night	Total *
Lobby		(2)	(2)	(1)	6
Pier F		(1)	(1)	0	2
Utility Service (all floors)		1	1	4	6
	Total				13 *
LOWER FLOOR:	Janitors				
Lobby		(1)	(1)	(1)	3
Pier G (both floors)		(1)	(1)	0	2
Airport Operations & Utility		0	0	1	1
Utility Service		1	1	1	3
Rest Rooms		(1)	(1)	0	2
Outside Man (both levels)		1	0	0	1
	Total				12 *

Number of personnel required:

LOWER FLOOR:	Day	Swing	Night	Total *
Janitress	(2)	(2)	0	4 *
Foreman	0	(1)	(1)	2 *
Assistant Supervisor of Janitors	(1)	0	0	1

Numbers in parentheses indicate that this is the absolute minimum number of people required to cover the particular station, or area, to which they are assigned.

* Indicates total required for 5 days per week. Multiply these figures by 1.4 to obtain number required for 7-day operation.

Janitors 25 x 1.4 = 35 required
Janitress 4 x 1.4 = 6 "
Foreman 2 x 1.4 = 3 "

Let us now review the personnel requirements listed above, determine what work will be performed by each of the personnel indicated, and why some of the requirements are indicated to be absolute minimums.

UPPER FLOOR LOBBY

Day and Swing Shifts: One man assigned to each half of the lobby, which includes also the passenger lounges, corridors, stairs, etc. This is a continual pickup and cleanup job throughout the area. Length of one half of the lobby is 400 feet. One man cannot properly cover the entire 800 foot lobby on these shifts.

Night Shift: One man assigned to entire area covered by the two men above. He will be assigned miscellaneous duties in addition to his primary assignment as light traffic during this period permits.

PIER F (Upper Floor)

Day and Swing Shifts: One man each shift.

Night Shift: No full time station assignment of personnel.

Utility Service:

Personnel assigned to utility service perform the so-called heavy cleaning in the terminal building. This includes floor scrubbing, waxing, buffing, total cleaning of restrooms, wall cleaning, etc. Normally, all such work would be performed on the night shift when public use of the building is at a minimum. Airport experience has shown, however, that it is more practical to have some of this type of work performed on the other two shifts. It is for this reason that one utility service man is assigned to each floor on the day and swing shifts. By assigning these utility men (one each floor each shift), they are available to take over a station assignment (figures in parentheses in the above schedule) in the event of an

CUSTODIAL (contd)

Utility Service (contd)

absence from a station assignment. If the utility man was not available to fill in for a station absentee someone would have to be called in on overtime. When all station assignment personnel are present the utility service man performs general cleaning assignments as directed by the foreman. One continuing full time utility service assignment is the daily cleaning of glass in doors and on lower portions of windows in public areas. This is necessary in addition to regular overall periodic window cleaning under contract.

Lower Floor Areas require personnel assignments as indicated in the schedule for reasons similar to those noted above.

Janitresses and Foremen are listed separately.

It is intended that the present overall supervisor of the janitorial function will be responsible for the South Terminal Building as well as the Central Terminal Building through the two Assistant Supervisors.

The new complement of janitorial personnel requested herein is considered to be the minimum required to perform the necessary work. A study of the assignment schedule will bear this out. Any less than this number will result in a downgrading of cleanliness standards in the South Terminal Building and Piers. San Francisco Airport buildings have a reputation of being very clean. Favorable comments which have been received from many, many air travelers attest to this.

MAINTENANCE

This division presently operates with 15 salaried, 23 per diem full time employees and three part time per diem employees. It is responsible for and performs maintenance and repairs on all physical facilities owned and operated by the Airport.

A. 4 - 0166.1 Junior Operating Engineer - $10,625 (South Terminal)

Operating Engineer personnel (Class 0168.1) are responsible for maintenance and repair of all stationary mechanical equipment throughout the Airport. On occasion this class performs minor plumbing and electrical repair as required.

The present complement of Operating Engineer personnel are assigned as follows:

6.2 men on boiler watch (one man 24 hours per day)
2.8 men on "day maintenance" day shift (7 days per week)
1.0 men Sewage Treatment Plant (5 days per week)
8.0 men total.

The additional work to be performed as a result of the new positions requested herein is "day maintenance". The Airport does not employ Junior Operating Engineers (Class 0166.1) at present. It is intended that the new positions be in the class of Junior Operating Engineer, whose duties will be that of "stationary engineer" or "boiler watch". The addition of the new Junior Operating Engineers would permit presently employed operating engineers to be reassigned from their present duties on boiler watch to "day maintenance" work. Requesting Junior Operating Engineers instead of Operating Engineers is made solely for economic reasons.

1 - Junior Operating Engineer

For boiler watch. The Operating Engineer will be reassigned from his present duties on boiler watch to "day maintenance." The South Terminal Building and Piers will have an extensive plumbing, heating and ventilating system, the contract cost of which is $1,286,000. The purpose of this request is to provide one operating engineer for day maintenance of South Terminal facilities.

3 - Junior Operating Engineers

With the addition of the South Terminal Building and Piers to the Terminal area complex the quantity of mechanical equipment in this area will be greatly increased. When such equipment is operating continuously it should receive some inspection around the clock rather than for only eight hours per day as is the case with present facilities. With two terminal buildings to operate Airport Management recognizes the responsibility it has to the public using airport facilities as well as for the proper maintenance of the equipment itself. The steam and hot water systems in these buildings, pumps, heaters, blowers, air conditioning systems, automatic doors, etc. etc., should be insured against shutdown and, if breakdown occurs, personnel should be on hand to restore service as soon as possible.

It is for this restoration of service, and regular frequent inspection of machinery on all shifts, instead of one shift a day only, that these three Junior Operating Engineers are requested. These men would be assigned to boiler watch to replace three operating engineers who would be reassigned to "maintenance" duties around the clock. This will make it possible to have an operating engineer on duty for maintenance purposes at all times instead of only eight hours per day. Although this has not been done in the past, the tremendous increase in mechanical equipment makes it imperative to provide this service. There simply will be so much machinery running all the time it is felt that a man should be on duty all the time to inspect it and restore service at any time of the day or night.

A boiler watch engineer, although on duty around the clock is not permitted to perform work outside of the boiler room. This is required by the BOILER SAFETY ORDERS of the California Division of Industrial Safety which, as set forth in the California Administrative Code, Title 8, is as follows:

Article 27. Attendance on Boilers

941. No boiler while in active service shall be left unattended, regardless of whether or not it is equipped with automatic feed water regulator, fuel and damper regulators, high and low water alarm, or any form of automatic control. By active service is meant that portion of time when the main stop valve is open and the fires are burning.

All four employments to start January 1, 1963.

PERMANENT WAGES (South Terminal - $3,982)

A. Various Classes

Decrease due to one less working day in 1962-1963.

B. 1 - A 154 Carpenter (South Terminal)

At the outset of operations, the South Terminal and Piers will not require a great degree of maintenance other than custodial. Experience has shown, however, that maintenance will be required in some classes of work. Foremost among immediate needs is carpentry which, at the Airport, includes repair of furniture, repair and or adjustment of door hardware (not a minor item), and adjustment and repair of doors, venetian blinds, replacing broken glass, repair and replace floor coverings, patching walls and other surfaces. During wet weather the carpenter traces out and repairs leaks in buildings. The South Terminal and Piers will require the services of one additional carpenter. Employment to start January 1, 1963.

C. 2 - J4 Laborers

One is intended for full time assignment to the Airport Sewage Treatment Plant. The only full time assignment to the plant is the operator, whose assignment is plant operation including laboratory tests which must be made, etc. There has always been the need for a laborer at the plant. In past years a laborer has been assigned to the plant for necessary work from the maintenance labor crew. This has always been unsatisfactory and inadequate to serve the needs at the plant. Previous requests for a laborer at the plant have been denied.

The Airport Sewage Treatment Plant was recently enlarged to approximately twice its original capacity. Federal Aid funds were acquired for a portion of the enlargement cost. Upon completion of the work, Mr. Robert C. Kirkwood, Manager of Utilities, received a letter from Mr. E. H. Thouren of the U. S. Department of Health, Education, and Welfare, which contained the following:

"The Airport now has sewage treatment facilities of which it may justly be proud, and which represents a substantial investment of public funds. As you know, facilities such as these must be properly maintained and operated, if they are to fulfill their intended function. Your eligibility for Federal funds on the project was contingent upon the assurances that proper maintenance and operation of the facilities would be provided when construction had been completed.

"We are confident that you and the Public Utilities Commission will give of your time and energy to see that your treatment works receives the attention it deserves."

The other laborer is necessary to increase the efficiency of Airport maintenance. Expansion and development of the Airport over the years has increased maintenance requirements so that the present force of 5 laborers should be supplemented with at least 1 additional laborer in order to better keep up maintenance requirements.

PERMANENT WAGES - GARDENERS

D. Decrease due to one less working day in 1962-1963.

	Request	Increase
E. ALLOWANCE FOR OVERTIME (South Terminal-Cost $237)	$ 2836	$ 436
ADMINISTRATION	50	-

Special assignments of clerical personnel to attend City Council hearings in adjoining communities; to do work in connection with leases and other negotiations; and special assignments delegated by Airport Manager.

ACCOUNTING, AUDITING, FINANCIAL	325	25

Increase due to salary increases resulting from salary standardization.

Taking annual materials and supplies inventory.

3 8 4 Accountant I @	$38.50	$115.50
2 8 6 Accountant II @	45.71	91.42

Picking up paychecks at Controller's office and distributing same when payday falls on Saturday. (Sept. 1, Dec. 1, Feb. 16, Mar. 16, June 1)

20 hours - 8 4 Accountant I @ $4.81 96.20

Estimated overtime in order to meet budget deadlines and special assignments which cannot be finished within normal office hours and still be finished by time material is required. 21.88

OPERATIONS and SECURITY	550	-

This division operates on a seven day, 24 hour basis.

Part of the requested funds are to be used to maintain a minimum safe complement of personnel, when illness depletes the staff assigned to work a shift to a point where efficiency and safety of operations is affected. Remainder is necessary to provide sufficient personnel to cope with the need for protection of life and property when special events occur, or when an emergency develops, such as the traffic and parking problems on holiday weekends.

COMMUNICATIONS	889	- 11

This division operates on a 7 day, 24 hour basis. These funds are requested in order to maintain a minimum staff when illness depletes the staff below safety requirements. By July 1, 1962 this division will be operating 2 switchboards as well

COMMUNICATIONS (contd) — Request — Increase

as the Airport Central Crash, Fire, Police and Emergency Alarm Center Systems and will control a two-way radio system which does not permit of interruption. The above requires that a minimum staff of three be on duty at all times.

B 560 Communication Clerks
28 days @ $31.72 $ 889

CUSTODIAL (South Terminal - Cost $237) — $ 737 — $ 437

During the vacation period (6 months per year) an absent janitress on the night shift must be replaced by another on overtime.

The situation described as applying to the Janitresses, above, is particularly acute in the case of foreman. Without a foreman to direct and inspect the work, efficiency falls off very appreciably. This means the City is paying to have work done but is not getting the value for funds expended. The mere presence of a foreman on a shift assures a much higher degree of efficiency and work output. In order to maintain satisfactory public service no shift should ever be without a foreman.

Experience has shown that, on several occasions during the year, the janitorial crew assigned to work is short several people (absenteeism) so that overtime is required to staff a minimum crew. In such instances a man is assigned to overtime work.

Part of the requested increase is due to increase in salary rates and to provide for a slightly larger fund deemed necessary due to current experience. The remainder of the increase is to provide funds for overtime requirements of the force assigned to the South Terminal beginning January 1, 1963.

	Class	Days	Rate	Amount	Total
Central Terminal	C 102 Janitress	7	$27.35	$191.45	
	C 104 Janitor	4	27.35	109.40	
	C 108 Foreman Janitor	6	33.31	199.86	500.71
South Terminal	C 102 Janitress	3	27.35	82.05	
	C 104 Janitor	2	27.35	54.70	
	C 108 Foreman Jan-	3	33.31	99.93	236.68
					$ 737.39

MAINTENANCE — Request $ 485 — Increase $ - 15

Except for 5 shifts per week, when an Operating Engineer cannot report for his regular watch, his shift must be taken over by one of the other engineers on an overtime basis. The estimate of 12 days per year is based upon one out of four operating engineers being absent one shift once each month. This is felt to be conservative. There are times when repairs undertaken during the day cannot be completed during the shift of the engineer on maintenance. In such instances he must stay overtime to complete the job. It is normal practice to shut-down steam and hot water facilities at least once each year for internal inspection and cleaning of certain equipment. This must be done during the period of minimum demand, which is after midnight.

0168.1 Operating Engineer 12 days @ $40.44 $485.28

FORM 6650

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission PUBLIC UTILITIES COMMISSION — SAN FRANCISCO INTERNATIONAL AIRPORT — Index Number 725 — Sheet Number 12

A. HOLIDAY PAY — Increase $6,389

	Rate Per Day	Central Terminal No. Emp.	Central Terminal Amt. 1 Holiday	Central Terminal Amt. 12 Holidays	South Terminal No. Emp.	South Terminal Amt.1 Holiday	South Terminal Amt.4 Holidays	South Terminal Amt. 5 Holidays	Total
Operations and Security									
9210 Airport Security Officer	$ 35.87	15	$ 538.05		11	$394.57		$1,972.85	
9212 Airfield Safety Officer	43.49	3	130.47						
P 52 Asst. Supv. of Airport Servicee	52.91	3	158.73						
			$ 827.25	$ 9,927.00					
Communications									
B 560 Communications Clerk	31.72	8	253.76	$ 3,045.12					
Custodial									
C 52 Elevator Operator	26.04	1	26.04						
C 102 Janitress	27.35	6	164.10		4	109.40	437.60		
C 104 Janitor	27.35	28	765.80		20	547.00	2188.00		
C 108 Foreman Janitor	33.31	4	133.24		2	66.62	266.48		
C 113 Asst. Supv. of Janitors	34.14				1	34.14		170.70	
			$ 1089.18	$ 13,070.16			$ 2892.08	$ 2143.55	$ 5035.63
Maintenance									
0168.1 Operating Engineer	40.44	4	161.76	$ 1,941.12					
Good Friday (April 12, 1963) 3 hours for each employee required to work 12 - 3 that day				$ 404.46					
				$ 28387.86					$ 5035.63
									28387.86
									$ 33423.49

Extra compensation for employees required to work on legal holidays. Crews as lieted above are necessary to operate the Airport on holidays as this facility is on a seven day, 24 hour schedule.

Increase due to opening of South Terminal amounts to $5,036. Crews must be provided to operate and service the new building and ramps on holidays. Remainder of increase $1,353) partly due to increased salaries and partly to provide slightly larger crews for the Operations, Communications and Custodial divisions on holidays. Presently budgeted crew for janitorial work has been found to be insufficient to accomplish the necessary work. The Communications division requires three Communications Clerks on two shifts and two on one shift or eight in all. Present budget provides for only seven. The Operations and Security division requires 21 employees to properly control traffic, inspect the flying field and perform the many other duties assigned to this division.

	Request	Increase
A. TEMPORARY SALARIES	$ 10800	$ 1563

Accounting - Vacation Relief

4 employees - 13 weeks or 3 months @ $358 — 1,074 — 51

Increase due to increase in salary rate.

Communications - Vacation Relief — 4,896 — 1,353

B 560 Communication Clerk

16 employees - 50 weeks or 250 days @ $18.80 — $4,700
(Includes 2 weeks accumulated vacation)
$4,700 x 6.25% x 2/3 — 196
$4,896

Increase is partly due to increase in salary rate. Remainder is to provide vacation relief for the four new Communication Clerks.

The duties performed by this division are continuous and employees on vacation must be replaced during their absence.

Maintenance - Vacation Relief — 3,330 — 159

Increase is due to increase in salary rates.

Certain operations of the Airport Maintenance Division must continue operating at full employee strength in order to carry on maintenance work during employee vacation periods. The following employments should be covered by temporary employments during the vacation period of permanent employees:

8 - 0168.1 Operating Engineers
23 weeks or 115 days @ $24.05
plus 6.25% x 2/3 — $2,881
1 - 0172 Chief Operating Engineer
3 weeks or 15 days @ $29.95 — 449
$3,330

Operating Engineer. Day maintenance engineers are scheduled as follows: 3 Monday and Tuesday; 2 Wednesday, Thursday and Friday, 1 Saturday and Sunday. Operating Engineers stand boiler room watches 168 hours a week. One man is assigned to the Sewage Treatment Plant. The necessity for this work is constant. The eight Operating Engineers will be entitled to a total of 23 weeks vacation for 1962-63. Individual vacation periods will be scheduled to run consecutively so that one temporary operating engineer can be employed continuously for 26 weeks, which includes the Chief's vacation period.

Chief Operating Engineer. It is necessary that a Chief Operating Engineer be on duty as the person responsible for the operations of this important airport function. Without a Chief the organization does not function properly. Normal practice is to temporarily appoint one of the Operating Engineers to act as Chief during the vacation period of the Chief.

	Request	Increase
SICK LEAVE	$1,500	-0-

To cover employees absent on extended sick leave with pay and other undetermined occasions when temporary help must be obtained to maintain Airport operations at a reasonable level.

OVERTIME AND TEMPORARY WAGES (South Terminal-$352) — $17,111 — $ 1,589

B. A 154 Carpenter (Temporary) — 31

Continues employment of a temporary carpenter for six months. Decrease is due to one less working day assigned to this employment in fiscal year 1962-1963.

C. A 404 Plumber (Overtime)(South Terminal-$148) — 148

The airport plumber is called to the airport during off hours to clean sewer lines as dictated by conditions. Without such service public restrooms would have to be closed, sometimes over weekends. The airport operation is such that overtime for the plumber is a positive necessity when the need arises.

All of the increase in this request is to provide 2 days overtime allowance for servicing the South Terminal facilities for the six month operation.

D. E 108 Electrician (Standby) — 1,101

In order to insure that the services of an Airport electrician will be available to restore service in case of electrical failure, funds are appropriated each year for "standby" service of one electrician. Under this system the electrician is "standing by" ready to respond to a telephone call from the Airport in cases of electrical failures where immediate restoration of service is required. It is felt that the time of coverage by standby is inadequate. At present 2503 standby hours are allotted for the year. In order to provide greater coverage a total of 3546 hours should be covered by standby time for one electrician. These times on a daily basis are detailed on schedule below.

252 week days	6 PM to 12 PM (6 hours)	1512 hrs
52 Saturdays	6 AM to 12 PM (18 hours)	936 "
53 Sundays	6 AM to 12 PM (18 hours)	954 "
8 Holidays	6 AM to 12 PM (18 hours)	144 "
		3546 "

3546 hours x 25% x $4.22375 = $3,744.35

A. E 108 Electrician (Overtime)(South Terminal) (Cost $203) — Increase $ 473

Increase is based on current experience and an additional 3 days to cover emergencies that will probably occur in the South Terminal when in operation. 1961-1962 budget provided for 12 days overtime in this class. As of November 30, 1961 9 days have been charged.

In order for the airport to operate properly an electrician must be called in to restore service when power failure occurs during off hours.

B. 058 - Gardener — - 103

Continuos employment of two temporary gardonors for six months each. (May - October.)

Decrease is due to one less working day assigned to these employments in fiscal year 1962-1963.

C. 0158.1 Engineer of Hoist and Portable Engines

No increase is requested for these employments.

Request is to provide for overtime wages of Hoist and Portable Engineers and others in the paving crews when they are working on a job that must be completed on the day started. Failure to finish a job could keep a runway or taxiway closed when conditions are such that it is necessary that the runway or taxiway be reopened that night.

	Request	Increase
CONTRACTUAL SERVICES (South Terminal) ($ 38,475)		

D. Freight and Express — $ 100 — $ - 25

Decrease is based on current experience. Request provides for freight and express charges on purchases which do not include such charges in the cost of items purchased. Also includes cost of transmission of packages from Airport when this service is cheaper or more advantageous than parcel post.

E. Garage Rent — 100 — - 200

Parking of City-owned automobiles and others, while on official business, in private garages and parking lots in San Francisco.

Decrease is because the parking charges for Airport automobile used by the Bureau of Engineering in connection with airport assignments is now being paid by the Bureau rather than the Airport.

	Request	Increase
F. Travel Expense - Official	$ 7,530	$ 4,303

Major increase due to Airport Operators Council Annual Convention not falling in fiscal year 1961-1962 and location of 1962-1963 Convention (Honolulu).

	Bd. of Sup. Ord.	No. of Delegates	Date of Mtg.	Location	Amount
AOC (Airport Operators Council) Convention	5612	4	Aug. 1962	Honolulu	$2,750
AOC - Director's Meeting	5612	1	Dec. 1962	Washington D.C.	500
AOC - Mid-Year Conf.	5612	2	Apr. 1963	" "	1,000
AOC - Tech. Econ. Comm.	5612	1	June 1963	" "	500
AAAE Convention	5612	1	May 1963	Ft. Lauderdale	700
Calif. Assn of Airport Executives Convention	5612	2	May 1963	Los Angeles	300
Natl Fire Prot. Assn Convention	136-61	1	May 1963	Portland, Oregon	280
					$6,030

Estimated miscellaneous travel expense on routine Airport business, such as lease negotiations, business development, Federal Aid for Airport projects, etc. — 1,500

$7,530

G. Travel Expense - C.A.B. — $1,500 —

Legal expense connected with Civil Aeronautics Board hearings on route cases. Expenses connected with traveling only.

		Request	Increase
H. Employees Transportation Expense		$ 28,235	$ 8,735

Total Days 1962-63		365
Less: Saturdays and Sundays	105	
Holidays	12	
Vacation (Average)	12	129
Number of Work Days		236

Current number of employees living in San Francisco	130 @ 236 days	= 32,804 days	
Vacancies - Permanent	6 @ 236 "	= 1,416 "	
New Employments:	12 @ 236 "	= 2,832 "	
	17 @ 164 "	= 2,788 "	
	1 @ 145 "	= 145 "	
	50 @ 125 "	= 6,250 "	
		46,235 "	

225 Employees 46,235 Days @ 60¢ $ 27,741.00

Add: Vacation Relief
Accounting 1 @ 13 wks. 65 days

Employees Transportation Expense (contd)

Communications: B 560 1 @ 50 weeks - 250 days
Maintenance: 0168.1 1@ 23 " - 115 "
0172 1@ 3 " - 15 "
445 " @ 60¢ 267.00

Add: Temporary

Maintenance: 058 Gardener
2 for 6 months- 252 days
A 154 Carpenter
1 @ 6 months - 126 "
378 " @ 60¢ 226.80

$ 28,234.80

$6,510 of increase for new employees for South Terminal operation. Remainder of increase for other new employments.

Estimated requirements for permanent and temporary employees residing in San Francisco who will receive 60¢ per day for trip to Airport and return to San Francisco. Increase due to new employments.

		Request	Increase
A.	Repair of Buildings	$ 37,500	$ 17,500

Total increase of $17,500 attributable to South Terminal.

Most of the funds under this account are practically fixed charges. The distribution of expenses under this account for the current year is as follows:

Air filter service (9 per year)	$2,036
Elevator and escalator maintenance	8,934
	$10,970

In addition to the above expense, the Airport places a work order for $2,000 per quarter with the Department of Public Works for building maintenance by the skilled trades not employed by the Airport. This amounts to $8,000 per year. Miscellaneous expense such as repair of broken windows, venetian blinds, etc., account for another $500. The above listed expenditures which are considered to be practically fixed charges, amount to $19,740. This combined with normal price increase will equal the $20,000 allowed in the 1961-1962 budget.

Estimated costs of maintenance of the South Terminal Building for the six months it will be in operation during 1962-1963. (These costs constitute the total increase requested in this account).

Request Increase

A. Repair of Buildings (contd)

Escalator Maintenance	6 mos.	$ 6,500
Elevator Maintenance	6 mos.	500
Conveyor Maintenance	6 mos.	10,000
Miscellaneous Crafts	6 mos.	500
		$ 17,500

The South Terminal Building will have 9 escalators. Cost of contractual maintenance of escalators in the Central Terminal Building is $1,400 per escalator per year. Using this figure, the cost of 9 escalators in the South Terminal will be $12,600 per year. Allowing for a slight increase in cost by 1963, $6,500 is requested for escalator maintenance for the 6 month period of 1962.

Contractual maintenance cost for elevator maintenance in the Central Terminal Building is $5,588. Based on these current charges, it is anticipated that elevator maintenance for the 6 month period of South Terminal operation will be $500.

$500 is requested for miscellaneous crafts covering sheet metal, glass breakage, etc. for the 6 month period.

All mechanical baggage handling in the South Terminal will utilize conveyor belt systems and rotary baggage dispensers. It is intended to contract for the maintenance of these baggage conveyor systems, as will be done for escalator and elevator maintenance. Estimated cost of this service for the six month period of operation of the South Terminal is $10,000.

B.	Repair of Buildings - Non-Repetitive	$ 16,000	$ 11,00

Painting exterior of Central Terminal Building.

The present terminal building will be known as the Central Terminal after the South Terminal has been completed. The budget for 1961-1962 provided funds for painting certain public areas in the Central Terminal so that its appearance may be comparable to the new South Terminal Building when that building opens in January 1963.

As indicated in the budget request for 1961-1962 it was, and still is, intended to paint the exterior of the present terminal building prior to opening the South Terminal. This is necessary because the two buildings will constitute one operating structure, and as such should be treated accordingly. The Central Terminal will need to be repainted anyway after 9 years of service.

There are other benefits which, of course, result from repainting any structure, such as filling in minute holes that permit leaks during rainstorms, prevent rusting of exposed metal surfaces, etc.

		Request	Increase
A.	Repair of Overhead and Underground Systems	$ 5,000	

No increase requested in this account.

The airport places an Order for Service or Work with the Water Department in the amount of $800 per quarter or $3,200 per year. In addition to underground water line repairs, costs of repair of electric cables in the Airport's power distribution system are paid out of this account. Charges to this account vary from year to year, for instance, 1958-1959 charges exceeded $6,000 while 1960-1961 charges amounted to only $1,048. The $5,000 requested for 1962-1963 includes $1,800 to cover emergency repairs to the power distribution system anyone of which could easily cost the entire $1,800.

B.	Repair of Runways, Taxiways, etc.	$ 12,500	$ 12,500

Leveling runway pavement grades.

Newly constructed runways and taxiways on newly deposited fills, of course, settle on the Airport's compressible clay base at a more rapid rate than the older runways on older fills. This causes differential settlements which develop humps or dips in the pavement. These differential settlements must be smoothed out when they reach a point that affects the operation of aircraft on pavements. The heavier and faster aircraft becomes, the more necessary it is to have runways smooth.

C.	Repair of Office Equipment	$ 525	

No increase requested in this account.

Experience has shown that the following schedule of services is necessary to maintain office equipment to a proper standard and in good operating condition.

21	Typewriters - quarterly	$290
1	Mimeograph - monthly	60
1	Electric Typewriter, semi-annual	30
12	Adding Machines - semi-annual	100
3	Calculators - " "	30
1	Coin Counter - as needed	15
		$ 525

D.	Repair of Other Equipment	$ 4,100	300

$1,300 of this request for South Terminal.

Actually current request is $1,000 less than amount appropriated last year in this account - $2,800 vs $3,800. This decrease results from a

		Request	Increase
D.	Repair of Other Equipment (contd)		

smaller estimated requirement for furniture repair because a backlog of repair that had developed has now been overcome. The current budget allowance permitted a program of furniture repair that eliminated the backlog.

E.	Repair of Other Equipment - Radio, etc.	$ 2,150

No increase requested in this account. Request covers the amounts estimated to properly maintain:

1.	Service on automatic announcing equipment.	$ 300
2.	Contract for factory service and maintenance, including small parts, for Continuous Recorder on Alarm Circuit.	50
3.	Public Address system, radio equipment and miscellaneous electronic equipment.	1,800
		$ 2,150

The public address system covers all public areas in the terminal and concourses. Flight and other announcements are made over 365 speakers by means of 15 amplifiers and related equipment. There are 19 two-way radios now installed in emergency, operational and maintenance vehicles. In early 1962 this will increase to a total of 26 mobile units and 2 ground stations.

F.	Reproduction Bureau - PUR	200	50

For miscellaneous minor reproduction and printing jobs. Increase of $50 based on anticipation of obtaining additional services from this bureau.

G.	Tabulating Bureau - PUR	100

No increase requested in this account. Service is tabulation of annual equipment inventory.

	Requests	Increase
A. Telephone and Telegraph (South Terminal) (Cost $7,890)	$ 48,691	$ 3,383
Telephone - Additional Services	10,595	7,635
Telegrams	$ 125	
Telephone Service-existing	48,566	
Telephone installation costs-Central Terminal Building	1,825	
Additional monthly service charges caused by installation of additional equipment - Central Terminal	880	
Telephone installation costs-South Terminal Building	2,492	
Additional monthly service charges caused by installation of additional equipment - South Terminal	5,398	
Total	$ 59,286	

Request for provision of telephone service includes cost of administrative dial system, fire and crash alarm system and the intercommunication common dial system. As can be seen in the above summary all but $3,128 of the total increase of $11,018 is attributable to the planned opening of the South Terminal Building on January 1, 1963. It should be noted that all telephone company charges to the Airport for installation and relocation of tenant telephones and related equipment is recovered by the Airport from the tenant as well as all recurring monthly charges from such equipment plus a surcharge for each tenant telephone and tie line in the system. The surcharge covers prorated costs of switch boards and other facilities behind each common dial telephone as well as accounting and clerical costs of handling the system.

Charges to Airport - Exclusive of So. Terminal Changes

Based on estimated monthly service charges at June 30, 1962, including service charge for equipment, message units, long distance tolls and directory advertising. $ 33,640

Estimated non-recurring installation costs of additional service and equipment and relocation of existing service 1,000

Estimated additional monthly service charges on additional service and equipment. 15 services at approximately $2.00 per service 400

Charges to Airport - Ex. of South Term. Changes (contd)

Total estimated costs of Airport portion of telephone charges for 1962-1963 includes service charges for all dial line equipment used in common dial system which is prorated to all telephones and tie lines in the common dial system, both tenants and Airport's.

Charges to Tenants - Exclusive of South Terminal Changes

Estimated monthly service charges to tenants for equipment in service June 30, 1962 $14,926

Estimated non-recurring installation costs of additional service and equipment and relocation of existing services. 825

Estimated additional monthly service charges on additional service and equipment. 20 services at approximately $2.00 per service. 480

Charges to Airport - Resulting from South Terminal and Increased Demand for Service

Estimated non-recurring installation costs of additional service and equipment including, among other items, 2 new switchboards, white courtesy telephones throughout South Terminal and service for new operation and custodial offices. 1,892

Estimated additional monthly service charges on additional service and equipment to be installed. Includes provision for equipment to increase capacity of common dial system by 100 lines. This equipment will be in service by July 1, 1962, consequently, estimate is for 12 months. Estimates for all other new equipment are based on service beginning January 1, 1963. 4,198

Charges to Tenants - So. Terminal Additional Service

Estimated non-recurring installation costs of new services in South Terminal. 100 lines @ $4.00 each plus an estimated cost of $200 for installation of associated equipment. 600

Estimated additional monthly service charges on new service and equipment. 100 services at approximately $2.00 per service beginning January 1, 1963. 1,200

(Totals on next page)

Charges to Tenants (contd)

Total recurring charges based on equipment estimated to be in service July 1, 1962.	$ 48,566	
Total estimated non-recurring charges for installation and relocation of equipment	$ 4,317	
Total estimated additional monthly service charges resulting from installation of new equipment		$6,278
Total Telephone Service	$ 59,161	
Telegrams	125	
Total Request	$ 59,286	
Total Estimated Revenue 1962-1963 Reimbursement from tenant telephone subscribers-Central Terminal Building	$ 27,600	
Total Estimated Revenue 1962-1963 Reimbursement from tenant telephone subscribers-South Terminal Building	3,000	
	$ 30,600	

	Request	Increase
A. Postage	$ 1,000	$ 200

Requested increase is based on current experience. Expenditures in this account amounted to $960 in 1960-1961 and current charges are at the rate of $1,000.

B. Printing and Advertising - UGO 750

Estimate same as last year and provides for cost of advertising for bids on leases, contracts, etc.

C. Printing and Advertising 5,275 2,975

1. Telephone Directory

Because of numerous changes and new tenants it is necessary to print and issue a new telephone directory in 1962-1963 $ 1,000

C. Printing and Advertising (contd) — Request 1,400 — Increase 600

2. A publication issued six times a year or on a quarterly basis will provide management with effective assistance as a "sales" piece; it would be also useful for general information purposes and as a vehicle in the Airport's community relations program: $2600

3. Airport Brochure:

Reprint and up date the present brochure in quantity (75,000-plus) for visitors touring the Airport, for Chambers of Commerce, enclosures in SFIA mail, etc. 1200

4. Fact Sheet:

An inexpensive, printed, one-page Fact Sheet in large quantity 400

5. Reprints:

To obtain reprints of articles about SFIA in various publications 75

D. Subscriptions $ 1,400 $ 600

Provision for trade magazines, official publications, newspapers, etc. as listed below.

Increase caused by increase in cost of Air Transport Association publications from $50 to $650.

Airmen's Guide (Supt of Documents)	$8.00
Aircraft Specifications "	4.00
Air Traffic Control Procedures ATM-2-A	20.00
Air Transport Assn-Comp. Among Domestic Air Carriers 1962 (Quarterly and Annually)	300.00
Air Transport Assn-Survey-Domestic Air Carriers (Qrtly & Annly)	
Survey-International Air Carriers (March and September)	350.00
American Aviation Daily	220.00
Aviation Week (2)	14.00
Business Week	6.00
CCH Topical Law Reports	175.00
City and County Record	5.00
Civil Air Regulations & Civil Aeronautics Manuals (Rules Ser Co.)	14.25
Custom House Guide (listing)	4.00
Journal of Air Law & Commerce	9.00
Official Airline Guide (N.A.edition)	16.00
" " " (W.W. "	22.00
Pacific Coast Aviation Directory	10.00
Daily Papers-SF & Peninsula	122.70
Other (includes government pamphlets, brochures, etc.)	90.05
World Aviation Directory	20.00 1,400.50

	Request	Increase
A. Cleaning, Laundry and Towel Supply	$ 825	$ 275

$226 of the requested increase is the estimated cost of these services for the six months the South Terminal Building will be in operation in 1962-1963. Estimate is based on current experience in the Central Terminal.

The remaining $50 of the requested increase is the result of increased use of this service due to increased passenger traffic. During the first quarter of this year, $153.25 was expended from this account for laundering bath towels, dust cloths and mops. Based upon this expenditure, a total of $600, exclusive of South Terminal, is requested for 1962-1963.

B. Scavenger Service	13,400	2,900

Increase is caused in part by increased cost of current scavenger contract, now $12,500 per year, which is $2,000 over amount provided in 1961-1962.

The remaining $900 of Requested increase is attributable to operating the South Terminal for six months. Although an increase of total refuse from terminal buildings is not expected upon the opening of the South Terminal, the contractor will be required to pick up refuse at each of the two buildings instead of the single location in the Central Terminal, as is presently the case. Estimating an additional cost of $5 per day for the second pickup, $900 is requested for scavenger service at the South Terminal.

C. Window Washing (PUR)	14,000	4,000

Based upon current contract for window washing in the Central Terminal, it is estimated that cost will be $9,000 for the year, or $1,000 less than budgeted in 1961-1962.

Estimated cost of washing South Terminal windows for six months is $5,000 which is predicated on present costs in the Central Terminal.

D. Rental Office Machinery and Equipment	350	

Provision for rental of tickometer and other office equipment as needed.

Tickometer	$ 300
Other Equipment	50
	$ 350

	Request	Increase
E. Other Rentals of Equipment		$ -15

This account provided for rental of stands for dispensing bottled drinking water. Rental of these stands has been discontinued.

F. Pest Control	630	138

No increase requested for pest control in the Central Terminal or the Executive Terminal.

Estimated cost of pest control in the South Terminal for six months is $138 which accounts for entire increase requested.

G. Claims and Litigation Expense	1,000	

This request is to cover miscellaneous costs connected with legal services rendered the Airport by the City Attorney's office.

H. Realty Services	2,000	750

Present policy covering the leasing of Airport property, particularly to air carriers, provides for an appraisal by the Director of Property for each individual plot before minimum acceptable bid is determined.

Request covers estimated cost of appraisals and preparation, advertising and execution of leases during 1962-1963. Requested increase of $750 is based on the anticipation of a greater number of leases to be handled by the Real Estate Department in 1962-1963 than in recent past, largely because of the planned opening of the South Terminal in January, 1963.

I. Other Professional Services	12,200	12,000

For several years the Airport has employed the professional services of a chemical laboratory for chemical control of boiler water. As was anticipated at the time this professional service was initiated, and so stated at that time, it is felt that airport personnel has now acquired a proficiency in their work so that the need for professional services for boiler water control is greatly minimized. $200 requested for this service (same as provided in 1961-1962) provides for a situation which might develop where professional services will be required. It is also felt that a periodic check of the work performed by Airport personnel should be made by a laboratory.

The $12,000 increase requested in this account is to provide funds to survey and make a comprehensive report on pollution of San Francisco Bay waters as a result of operations conducted at the Airport.

Other Professional Services (contd)

Regional Water Pollution Control Board, San Francisco Bay Region, has authority, pursuant to Section 13055 of the State Water Code to "require any person discharging sewage or industrial waste within the Region furnish such technical reports as the Board may specify." The Board has advised that a preliminary report "An Investigation of the Drainage Water Flowing into San Francisco Bay from the San Francisco International Airport", dated May 1961, prepared by the Utilities Engineering Bureau, is insufficient and has requested further information on the quality, quantity and frequency of discharge of industrial waste by Airport's tenants.

The following is a breakdown of the requested amount which is considered necessary in order to comply with the Pollution Control Board's request:

Survey of tenant's waste generating procedures	$2,000
Sampling of waste water being discharged into bay	3,000
Chemical analysis of samples	3,000
Periodic sampling and analysing	2,000
Bio-assays	1,000
Contingencies	1,000
	$12,000

	Request	Increase
A. Allowance for Employees Cars	$ 50	

Request is for funds to compensate employees for use of personal automobiles on official Airport business when an Airport automobile is not available.

B. Maintenance of Airport Drainage Canals	4,000	1,000

This request for maintenance of Airport drainage canals is estimated to be sufficient to restore these channels to full carrying capacity provided that normal rainfall is experienced during the previous winter. This work is normally required every year, the amount of work to be done (and funds expended therefor) being that required to remove the accumulated deposits. Due to the abnormally low rainfall the previous year, funds allotted will not be expended for this purpose during 1961-1962. There is a certain amount of vegetation which thrives in some canals from time to time. Removal of this vegetation, as required, is also to be performed with funds allotted under this appropriation. Increase over last year's request is caused by the accumulation of two year's deposits and growth in the canals that will have occurred since the last time the canals were cleaned out.

	Request	Increase
C. Maintenance of Automotive Equipment	$ 26,710	$ 2,013

1. Transferred from 2.725.130.000			
Wages-Auto Mechanic	7,193		
Wages-Auto Machinist	7,454	14,647	No Increase
2. Contractual Services			
Routine	4,500		
Non-Repetitive	663	5,163	Increase $113
3. Materials and Supplies			
Routine	4,000		
Non-Repetitive	2,150	6,150	Increase $1,900
4. CO_2	750	750	No Increase
Total		26,710	

2. Contractual services cover major repairs and engine overhaul, as well as tire recapping, broom refills on sweeping equipment, specific service and repair to fire department vehicles and other miscellaneous work that cannot be performed by Airport due to lack of proper facilities and manpower. The $5163 request is broken down in some detail as follows:

Transfer to Municipal Railway-major overhaul	$1,000
Transfer to Purchasing Department-Maintenance and repair of four pieces of fire fighting equipment which can best be done by Purchasing Department repair facilities used in maintaining all of San Francisco's fire-fighting automotive equipment	1,000
Tire recapping	900
Refilling street sweeper brooms	700
Cardox fire truck, service and repair	300
Auto body, windshield and other miscellaneous repairs and services	600
	4,500
41 Crankcase Blow-by Devices-Installed	663
	$ 5,163

As can be noted normal request for contractual services for automotive maintenance has been decreased by $550. The $663 for the furnishing and installing of 41 crankcase blow-by devices is included in order to comply with the Bay Area Air Pollution Control District request as contained in the Purchaser of Supplies letter dated November 1, 1961 to all Departments, Boards and Commissions.

Maintenance of Automotive Equipment (contd) Request Increase

3. Increase is entirely caused by the necessity for non-repetitive purchase of 10 alternator generators for certain Airport vehicles which have two-way radios but which are not equipped with alternators. These items are necessary because of the change-over expansion of the airport radio communications system which will be in operation in 1962-1963. The new communications system will provide for radio communcation between airport vehicles in addition to communcation with the Airport tower. This being the case, these vehicles will have their radios turned on continuously while vehicles are in use. This use will put an undue strain on vehicle batteries. In order to prevent the electric power from being depleted, alternators must be installed in these vehicles. This expenditure should be made in order to fully utilize the new Airport Radio Communication System.

Request also provides for purchase of material which will be used by the auto maintenance section for maintenance of the entire fleet of Airport vehicles which include:

12 passenger cars and station wagons
14 pickup trucks and 1 motorcycle
7 trucks
24 heavy equipment vehicles (road building equipment)
9 trucks - fire department
23 miscellaneous light and heavy motorized and non-motorized equipment

89 vehicles

4. In order to have efficient crash and rescue crews, continuous training is necessary. $350 of the $750 requested for CO_2 is to be used in the training program. Normal use accounts for the remainder of the CO_2 requested herein.

A. Light, Heat and Power $ 614,810 -$ 5,900

$36,000 of request for South Terminal Operation.

Estimate furnished by Bureau of Light, Heat and Power.

Estimated Revenue $687,398.

B. Purchase of Water for Resale 103,000 4,557

Estimate furnished by the San Francisco Water Department and is based on current experience.

Estimated Revenue $110,000.

C. Conference Expenses Request $ 7,260 Increase $ 6,260

Major portion of the requested increase is to provide $5,000 for dedication of the South Terminal Building.

Detail of the request follows:

Routine Expenses 1,500

Request covers Airport Management's expense involved in conferences with officials of Airline Companies, Governmental Agencies, Business Organizations, Official Visitors, Members of the Press, all with the view toward creating better public relations, advertising and promoting resources of the San Francisco International Airport.

Conference Expenses Connected with Activities of Bureau of Public Service 5,760

Annual Press Day at SFIA similar to extremely successful ones of the last two years: $750

Annual Grand Jury SFIA inspection tour: 50

Conference expenses in connection with regular information work with Chambers of Commerce, civic and service organizations as well as with press of the Peninsula area by Assistant Public Service Director: 360

Dedication of the new Terminal Building in such a manner as to involve communities and press of SFIA market area in a memorable milestone in the history of Bay Area air commerce: 5,000

D. Other Professional and Special Services 3,000

This request is to provide funds to pay Airport's share of costs of operation of the Sound Abatement Center.

E. Legal Fees and Printing of Bonds - 2,800

No Airport bonds to be sold in 1962-1963.

F. Music Broadcasts 300 - 60

Decrease is predicated on current contract price for this service.

		Request	Increase
.	MATERIAL AND SUPPLIES (South Terminal-$5,750)		
A.	Tires and Tubes	$ 3,100	$ 2,200

Increase is to provide 2 pieces of Fire Department equipment with 24 new 1200x20 mud-snow grip treed tires, estimated to cost $2,500 (SFA No. 20-Fire Truck-10 tires and SFA No. 63 - 4000 gallon truck and tank trailer - 14 tires).

At the present time the tires on SFA 20 are highway treed and are unsuitable for traversing wet, muddy or sandy terrain. The tires on SFA 63, a recently purchased second-hand tanker have been recapped once and are old and weathered. These tires cannot be expected to last long under normal operations at the Airport.

B.	Replacement Parts - Other Equipment	2,700	700

$300 of increase is a minimum amount for the six months of South Terminal operation for replacement of miscellaneous parts on facilities or equipment which will not be replaceable under contractors' guarantees.

The remaining $400 of requested increase is for conveyor belts and accessories which will be needed in stock for conveyors which are to be built for the southerly half of Central Terminal baggage lobby.

There is a provision for an increase of $375 for purchase of regular material purchased against this account, which is based on current experience.

C.	Aggregates and Other Building Materials	12,000	

Request is based on current experience. No increase over last year's allowance.

D.	Metals and Castings	175	- 26

Decrease based on current experience.

E.	Small Tools	325	25

Increase based on current experience.

		Request	Increase
F.	Shop, Field and Engine Room Supplies	$ 1,875	$ - 425

The decrease in this account was caused by a provision of $800 in the 1961-1962 budget for two large runway marking crosses which is not necessary in 1962-1963.

There is a provision for an increase of $375 for purchase of regular material purchased against this account, which is based on current experience.

G.	Lumber and Millwork	600	

No increase requested over last year's allowance.

H.	Builder's and Miscellaneous Hardware	2,700	500

To improve control of expenditures this account has been divided.

The increase of $500 all applies to operation of the South Terminal for six months.

Although contractors' guarantees will cover much of this type of equipment, it is felt that $500 should be available for the 6 month period of operation for repairs to hardware not covered by such guarantees. In addition, even though a part is covered by a guarantee, the Airport has found it necessary to make expedient repairs by installing necessary hardware and obtaining a replacement under guarantee. It is, therefore, necessary to stock a certain amount of hardware parts for the South Terminal.

I.	Builders and Miscellaneous Hardware - Signs	1,000	- 1,300

Request is for routine replacement and change of signs only. Decrease is because last year's allowance included provision for new signs, both as to type and design.

J.	Pipe and Plumbing Supplies	3,000	

Request is based on current experience. No increase is requested over last year's allowance.

	Request	Increase
A. Electrical Supplies	$ 15,750	$ 2,150

$750 of the requested increase is attributable to operation of South Terminal for six months. It will be necessary to stock lamps, ballasts, and other miscellaneous electrical supplies for the South Terminal only. The South Terminal will utilize mercury vapr and fluorescent lamps, which are different from those in use in the Central Terminal. The expenditure must be made to obtain a stock of this type of electrical supplies.

$1,200 of the requested increase represents a portion of a proposed purchase of 650 feet of 15,000 volt three conductor cable costing $2,500. The Airport does not have this particular cable in stock. 600 feet should be on hand for replacement in event of cable failure.

$300 of this request is for flashlights, globes and batteries. This represents a $200 increase over last year's allowance for these items which is caused by requirement for additional batteries to operate new radios requested under the equipment section of this budget.

B. Electrical Supplies, Radio, etc.	2,000	

No increase requested over last year's allowance.

C. Paint and Painter's Supplies	5,875	- 125

This small decrease is based on current experience. Painting at the airport is a continuous operation, particularly pavement painting. More paint has been required in recent years partly because new standards of painted markings on runways have been established which require painting of greatly increased areas and partly because demands of repainting in the Central Terminal and connecting concourses have increased over the years.

D. Explosives and Ammunition	200	100

Increase is to provide for purchase of noise-making shotgun shells which explode in the air after discharge from the gun. These shells are necessary to disperse flocks of birds which are nesting in Airport areas and are considered to be a hazard to aviation at the Airport.

E. Fuels and Lubricants	8,000	300

Increase is based on current experience and to provide for new motorized equipment requested in the equipment section of this budget.

	Request	Increase
F. Household and Institutional Supplies	$ 12,000	$ 1,000

This represents a $1,000 increase in the account for over-all operation for the year. $10,200 has been requested for the annual appropriation in this account for the Central Terminal Building. The allocation of these funds are as follows:

Central Terminal	7/1/62 to 12/31/62	100%	$6,000
Central Terminal	1/1/63 to 6/30/63	70%	4,200
South Terminal	1/1/63 to 6/30/63	30%	1,800
			$12,000

The $10,200 total for the Central Terminal reflects an $1,800 decrease from last year because of reduced passenger traffic in the Central Terminal building when the South Terminal opens. However, the total passenger traffic will be greater through both terminals.

G. Cleaning, Lavatory and Janitorial Supplies	9,000	2,400

This increase represents the estimated requirement for the South Terminal for the 6 month period. Central Terminal requirements under this OE are $6,600 for the year. Based on Central Terminal requirements, $3,300 will be needed for the 6 month period. Because fewer passengers will be using the South Terminal Building, the request has been reduced to $2,400. This amount includes $250 which must be expended to outfit 6 janitor closets with buckets, wringers, etc.

H. Dry Goods and Fabrics	325	

No increase requested over current year's allowance. Request is to cover replacement and purchase of the following flags:

U.S. Flags	12 @ $6.50	$ 78
California State Flags	12 @ 7.50	90
Aeronautical Markings	48 @ 3.25	156
		$ 324

I. Wearing Apparel	130	- 20

This account covers purchases of rubber boots, gloves and similar items for maintenance operations and custodial personnel as well as identifying shoulder patches for personnel required to wear same. Decrease due to lower estimate of needs.

J. Fountain Supplies	200	25

Requested increase based on current experience.

FORM 4230

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC UTILITIES COMMISSION

BUDGET EXPLANATIONS

SAN FRANCISCO INTERNATIONAL AIRPORT

FISCAL YEAR 1962-1963

Index Number 725

Sheet Number 26

		Request	Increase
A.	Health Service System	$ 8,161	$ 1,074

$1,191 of increase due to new employments for South Terminal. Remainder of increase due to other new employments requested.

Amount established for present employees $6,400

New Employees: (@ 3.00 per month)

Perm Salaries	10	for 12 mos.	@ 36	360
	17*	" 8 "	@ 24	408
	1*	" 7 "	@ 21	21
	49*	" 6 "	@ 18	882
	77			
Wages	2	" 12 "	@ 36	72
	1*	" 6 "	@ 18	18
	3			
Total	80			$8,161

* New employees for operation of South Terminal.

B.	Taxes	100,000	

No increase over last year's allowance.

C.	Fidelity Insurance	290	115

$85 of increase due to new employments for South Terminal. The remainder for other new employments requested.

Premium for $1,000 bond required by San Mateo County Sheriff covering each deputy.

58 bonds at $5.00 each $ 290

D.	Fidelity Insurance (PUR)	60	10

Premium for fidelity insurance for airport employees.

E.	Automobile Insurance	2,400	-398

Airport's estimated share of premium on City and County general insurance policies covering these risks.

F.	Fire Insurance	$25,175	$12,054

$4,600 of increase due to coverage on South Terminal. Remainder of increase due to other construction, completed or due to be completed in 1962-1963 and to an expected 15% rise in premium rates.

G.	Other Insurance	75,000	6,500

$10,000 of request due to additional risks when South Terminal goes into operation.

H.	Services - Controller	5,000	

To provide funds to defray cost of audit of Airport accounts and records for fiscal year 1961-1962.

I.	Services - Fire Department	277,495	2,049

Provision for services of San Francisco Fire Department which includes a complement of 1 Captain, 5 Lieutenants and 17 Firemen.

Salaries	$ 261,008	
Holiday Pay	13,007	
Travel Expense @ 60¢ per day 1,500		$ 277,495

J.	Services - Purchasing Department	5,707	99

Provision for services of one storekeeper, John P. Carey

12 months @ $447	$5,364.00	
Overtime (M&S Inventory) 1 day @ 30.96	30.96	
Holiday Pay 5 days @ 30.96	154.80	
Transportation 245 days		
Vacation Relief 17 "		
262 days @ 60¢	157.20	$5,706.96

K.	Services - P.U.C. General Office	109,268	-282

Provision for Airport share of General Office expense.

	Requeet	Increaee
A. Compenaation Inaurance	$ 11,300	$ 5,300

Cheater Pfohl - Claim No. SF 169-205

Award wee for $35.00 per week through August 1962 and $8.62 for remainder of life plus neceeeary medical expenece connected with the disability.

$35.00 x 9 weeka	$315.00	
8.62 x43 weeke	370.66	
Eatimate of medical expenees	180.00	$865.66

Charlea Veeck - Claim No. SF 194-866.

Award wee for $40.00 per week through January, 1963 plus neceeeary medical expenees connected with the disability.

$40.00 x 31 weeke	$1,240.00	
Eatimate of medical expenees	180.00	$1,420.00

Leo Bunner - Claim No. SF 195-502

Award for $65.00 per week through April 24, 1966.

$65.00 x 52 weeka	$3,380.00
Eatimate of pro-rate chargee of Retirement Syatem @ $70 per month	$840.00
Eatimated coeta other than above for 1962-1963	$4,794.34
	$ 11,300.00

B. Injuriea and Damagea	200	

Proviaion for amall claime exoluded in preaent policiee.

C. Membership Duea	4,008	53

To provide for membership in five organizationa.

1.	National Safety Council	$ 100
2.	Airport Operator'e Council	3858
3.	California Aaan of Airport Ex	10
4.	Americam Aaan of Airport Exec	25
5.	National Fire Prot Aaan	15
		$4008

Noe. 2, 3 and 4 authorized by Ordinance No. 5612.
No. 5 authorized by Ordinence No. 136-61.

	Requeet	Increaee
D. Retirement Allowance	$ 90,491	$ 19,438

$9,794 of thia increaee reeulte from new employmente for South Terminal.

Salariea:			
Permanent	$ 1,216,740		
Overtime	2,836		
Holiday Pay	33,424	$1,253,000	
Wagea;			
Permanent	162,465		
Permanent-Transfer to 2.725.216.000	14,647		
Overtime	6,627	183,739	
Wagea: Gardenere		14,364	
		$1,451,103	
Retirement Rate		6.236%	
		$90,490.78	

E. Social Security Employer'e Tax	32,805	13,831

$5,681 of thie increaee reeulte from new employmente for South Terminal. The remainder of increaee caueed by other new employments requested and increaee in tax rate.

The amount of this tax wae determined as follows:

Permanent employeee in Social Security Syatem	137	
New employeea (all required to be in syetem)	80	217
Permanent employeea not in Social Security System	45	
Total Permanent Employeea		262
Employeea over $4,800 maximum	147	
Social Security charge for each	$ 174	
Total charge for employeee over maximum		$ 25,578
Total budgeted ealariea and wagea for 70 employeea in eyetem under maximum of $4,800	$ 214,120	
½ of 214,120 @ 3-⅛ rate through 12/31/62	$ 3,346	
½ of 214,120 @ 3-5/8 rate 1/1 - 6/30/63	3,881	
Total deductiona for employeee under maximum		7,227
Total deductione for all employeee in Socisl Security Syatem		$ 32,805

EQUIPMENT (contd)

		Request
A.	1 - Portable Air Operated Lubricater (REP)	$ 200

To replace a 1939 Alemite Gun, 25 lbs. Inv. No. 64-1267. Replacement for the existing lubricator (grease pump). There is no actual record as to the age of this pump. Spare parts are no longer available because this equipment is obsolete. This lubricater is kept in operation by makeshift parts.

B.	1 - Kitchen Range (REP)	425

This range is to replace a 37 year old range now in service at Airport Fire Station No. 1. The stove to be replaced has a burned out oven and the top is broken in several places. Because the City-owned stove is not serviceable, the firemen are presently using a borrowed stove until a replacement is acquired. Range to be replaced was donated by the Fire Department. Inv. No. 10-23236.

C.	1 - Self-Propelled Paint Line Marker(REP)	1,000

This line marker would replace a small marker SPA No. 127, Inv. No. 64-1338 now being used at this Airport. The old original line marker was purchased in 1946 and is almost worn out from extensive use. The engine is in poor condition and parts for the machine are very difficult to obtain because of the machine's obsolescence. Traffic and guide line marking are important functions at the Airport. Streets roads, ramps and aprons must have guide lines renewed frequently. Line marking equipment should be modern and dependable. The present marker is kept running by makeshift repairs. Replacement parts are virtually unobtainable.

D.	1 - One Half Ton Pickup Truck (REP)	2,500

This will replace a truck with over 125,000 miles of use (150,000 expected before actual replacement) and this vehicle is the prime unit for airfield patrol and safety inspection. It is used 24 hours per day, 7 days per week. The hard service can be ascertained by comparing the present mileage with the fact that this truck was acquired in 1958.

		Request
E.	2 - 100 Ft. Lengths Fire Hose (REP)	$ 300

The requested hose is to replace the two 100 foot lengths of CO_2 one-inch hose on the Cardox truck. This hose has been in service for approximately 20 years, is in very poor condition and not safe for use in fire service.

F.	10 - Sets Protective Clothing (REP)	1,427

These sets, donated by Fire Department, are to replace protective clothing in use for several years that do not give the crash crewmen the protection needed to enable them to take fullest advantage of modern trucks and fire fighting equipment.

The Proximity Aluminized clothing, as listed below, will permit rescue and fire fighting operations under extreme temperatures such as encountered at airplane or oil fires. The material in this clothing is constructed of fiberglass cloth covered with a microscopically thin aluminum layer which reflect approximately 85% of radiant heat from the fire. This protective clothing is being used by the U. S. Air Force and other military organizations.

10 Coats (Proximity Aluminized)	@ $70	$ 700
10 Pants (" ")	@ $40	400
10 Hoods (" ")	@ $25	250
10 Gloves, Pr.(" ")	@ $7.70	77
		$ 1427

G.	1 - Desk, Typewriter (NEW)	200
	1 - Chair, Typist Posture (NEW)	75
	1 - File Cabinet, 5 dwr. Legal (NEW)	150
	1 - Typewriter (NEW)	225

This equipment is for use of a new employment requested in this budget; one permanent 2-408, General Clerk-Stenographer - Assistant Public Service Director's Office.

H.	1 - Collator (NEW)	39

A collator is needed in the Administration office to speed up assembling of multiple pages of material when mimeographed, of which there is a considerable amount. A low cost portable collator can be used at any one of the three secretarial desks, making possible the efficient gathering of pages, in a compact space, in one-third the time presently required. The accounting division will also benefit from the acquisition of a collator.

	Request	Increase
A. Services - Utilities Engineering Bureau	$ 124,414	$ 24,235

Provision for services of the Public Utilities Commission Bureau of Engineering in connection with the engineering relative to Administration, Operations, Reconstruction and Replacements.

$5,000 of request is to provide funds for the Engineering Bureau to cover costs of inspection of capital improvements accomplished by tenants on leased premises and areas contiguous thereto.

EQUIPMENT $22,991 - Increase $14,296

B. 4 - Office Swivel Chairs (REP) 440

These chairs are for three accountants and one clerk in the accounting division. These employees are currently using typist posture chairs. It is proposed to purchase the 4 new chairs for use in the accounting office and replace 4 old posture chairs used by personnal in other divisions. The chairs presently in use in the accounting office will be assigned for use by the employees who have old chairs replaced.

Chairs to be replaced are all posture chairs, Inv. Nos. 64-45, 64-727, 64,747, 64-1150.

One chair, 64-1150, was acquired in 1938. The other three were picked up in inventory in 1957. Actual age unknown but all three are old and in very poor condition.

C. 2 - Adding Machines (REP) 800

The two machines to be replaced are:

Remington Rand Serial 93N646760-Inv. No. 64-72-1949
Remington Rand Serial 93N535549-Inv. No. 64-75-1947

The accounting division at present has 10 adding machines for use by 15 employees, three of them Remington-Rands purchased in 1949. These three machines have been developing definite signs of wear and tear, one even adds incorrectly at times. As the need for more service and repairs de-

	Request

Adding Machines (contd)

velops to the point where it is uneconomical to continue such a program, it is intended to request replacements for these machines. Two of the machines have reached such a point. We were advised that repairs to put these machines in satisfactory condition would cost approximately $50 each, with no assurance that other breakdowns with similar repair charges would not develop at any time. In view of the above, request is made to replace the two 1948 Remington Rand adding machines with two new 10 key adding machines.

D. 1 - Carriage for Olympia Typewriter, 15" (REP) 130

Last year the accounting division acquired a long carriage Olympia typewriter for use in typing large statements and budget sheets.

One of the features of this machine is that interchangeable carriages may be purchased to fit the machine. Other departments in the City have found that use of interchangeable carriages on the same typewriter have worked out very well and recommended the purchase of same when feasible.

It is intended to trade or sell a Remington-Rand typewriter, Serial No. 2508450, Inv. No. 64-254-1955 which is not very satisfactory and rarely used by the staff. The typewriter released by use of the new carriage will be a general office machine used by those members of the staff who do not have or need a typewriter full time.

E. 3 - Typewriters (REP) 690

Needed to replace a 20 year old typewriter (donated by Fire Department - Inv. No. 10-1064) in service at Airport Fire Station No. 1. The typewriter service man has advised that "due to its age and condition it (typewriter to be replaced) is not worth repairing."

The other two typewriters to be replaced are both assigned to the Operations and Security Division office:

Royal-Serial No. 3935743-Inv. No.64-748 Purchased 1949
Royal-Serial No. 3560009-Inv. No.64-1135 " 1948

The two new typewriters will be assigned to the secretaries of the Assistant General Manager and Assistant Supervisor of Operations. The typewriters now being used by these secretaries will be over-hauled and assigned to the Operations and Security Division to replace the typewriters turned in.

		Request
A.	1 - Amana #A629 Room Air Conditioner (NEW)	$ 225

The operating area in which Communication Clerks work is a windowless area encompassing 942 square feet. This entire area is serviced by only two 5" x 15" air ducts. This is insufficient and at times the heat becomes so intolerable that several employees have become faint or dizzy, especially during peak or busy hours. In order to obtain some sort of air circulation it is necessary to keep doors open at all times. This is very bad procedure for an area which is restricted and results in unwanted visitors and noise. Operating engineers have been unable to solve this problem by adjusting flow in ducts.

B.	1 - Rauland-Borg RC-4205 Mixer	(NEW)	350

This mixer will serve as a spare unit to be available when needed.

There are three mixers of the above type now in use in the Airport Public Address system. They have been in constant use since the opening of this terminal building and now require overhauling. Due to the fact that we do not have a spare unit we cannot service the existing equipment without curtailing service on the public address system. A spare unit would allow us to continue uninterrupted service and give the pre-amps now in service the preventative maintenance they so badly need. The mixer pre-amplifiers are the heart of the public address system. In the absence of a spare unit, a breakdown could seriously affect the public address operation.

C.	1 Kaar Conalert #3 Model	(NEW)	150

Federal Communications Rules and Regulations, Volume 5 - Subpart V - Sections 9.1201 to 9.1205 inclusive, states as follows:

"All radio stations in the Local Government Radio Service are required to provide for receiving the radio Alert and to operate in accordance with Section 9.1201 to 9.1205."

Inasmuch as Communications Desk will be operating three (3) radio stations - Airport, San Francisco Fire Department, and San Mateo Sheriff - a means of receiving Conalrad signal and instructions must be provided in order to comply with regulation and so operator can take appropriate action. This means does not exist at present.

Equipment is muted except when conalrad goes in operation.

D.	Person to Person Portable Radio System	(NEW)	$ 5,000

1 Base Station	$ 1,000
8 Portable Stations @ $500 each	4,000
	$ 5,000

This new system provides the communications link to tie together each officer on duty with the Security Supervisor and with the base station and with every other officer. Each personal unit is both a transmitter and a receiver, battery powered, usable both within and without the terminal buildings. These units are transistorized, light in weight, and small in size, occupying less space than many cameras. They can be worn belt mounted or carried from a shoulder strap. They have a range of about 1½ miles which would cover the entire terminal area.

E.	1 Compact Sedan - Radio Equipped	(NEW)	2,850

This unit is vitally needed to increase the mobility of the operations supervisors, thus enabling them to make more frequent coverage and inspection of the entire Airport. This is now done only by withdrawing a vehicle from patrol duty - this is not satisfactory.

F.	1 - 4 Door Station Wagon - Radio Equipped	(NEW)	3,200

This automobile is to replace the two-door Chevrolet Sedan loaned to the Airport Department by the San Francisco Fire Department for the use of the officer in charge, Airport Fire Department, until such time as it could be replaced by the Airport Department.

Request is for a station wagon in order that it might be used as an auxiliary ambulance in case of emergency. Would enable crew to transport a non-ambulatory injured person to a place where the injured person could receive first aid or medical care without delay.

G.	3 - Light Motor Vehicles	(NEW)	3,900

These light motor vehicles, with top for all weather operation are to be used to

1. Enable the Security Officers to move about the entire terminal roadway and parking lot complex and call other officers at any given point as required.

EQUIPMENT (contd)

		Request
A.	1 - Adding Machine (NEW)	$ 400

The accounting division staff of 15 is supplied with 10 adding machines. This is insufficient for a staff of 10 accountants,1 general clerk, 3 typists and 1 stenographer, all of whom, except the stenographer, use adding machines as a routine part of their work. In addition there is usually one or more auditors working in the office who need to use adding machines. The Airport has recently added an Accountant III and an Accountant II to the accounting staff, both of whom, of course, use adding machines in the course of their work. No additional equipment had been purchased or requested for these employments. This new adding machine is requested to partially alleviate the situation as described above.

B.	1 - Megger Insulation Tester (NEW)	350

This test instrument is needed for locating troubles on Airport high voltage electrical distribution system cables, and also to check cables at times when repairs are made. The Airport does have a Megger, but it is of a type that is not really adequate for the service for which it is used at the Airport. The Megger requested is standard equipment for any organization dealing with the operation, maintenance and repair of high voltage electrical system cables and equipment.

C.	1 - Lead Melting Furnace Set (NEW)	240

This is for the use of the Airport plumber in making lead joint repairs on large size pipe.

In the past the Airport has borrowed this equipment from the Water Department when needed, but this method is inefficient and cumbersome to say the least. In addition, there is no assurance that the furnace can be borrowed from the Water Department at any time that it is needed.

D.	1 - Chain Type Pipe Cutter (NEW)	150

This is for the use of the Airport plumber in cutting the larger sizes of cast iron pipe. The Airport does not have such a tool,but has managed in the past by borrowing when necessary. This tool should be standard equipment in the Airport plumbing shop.

		Request
E.	1 - "Come Along" (NEW)	$ 200

This piece of equipment is a compact assembly of gears and chain to develop a mechanical advantage in lifting or moving heavy loads. During the rainy season it is sometimes necessary to raise the bar screens at the outfall structures of Airport drainage canals in order to permit an unobstructed flow of drainage into the Bay. Each section of bar screen weighs several hundred pounds. This piece of equipment is extremely desirable for this purpose because of its compactness and light weight, which makes it very maneuverable and adaptable for raising the bar screens. In a sense, this piece of equipment is primarily for emergency use inasmuch as bar screens are raised only under high water conditions when trash on the screens seriously retards the flow of drainage water. When it is necessary to raise screens, time is of the essence, and this piece of equipment will permit raising of screens quicker than any other method.

F.	1 - Valve Seat Grinder Set (NEW)	250

This is for the use of the Auto Mechanics. Whenever valves are ground in a motor vehicle, the seats in the engine block should be ground for proper valve seating. Past practice of towing vehicle into City Shops and paying (approximately $30) to have the work done is inefficient and uneconomical. The expenditure of $250 for a valve seat grinder to be used at the Airport would be a good investment. It will not only save the direct charge of having the work done elsewhere, but will save the time of personnel which is required in transporting vehicles away from the Airport to have the work done.

G.	1 - Impact Wrench Set (NEW)	125

At the present time the removal of bolts for tire changes in the Airport automotive shop is done by hand. It is standard practice in any modern automotive shop to remove, and in particular, to tighten wheel bolts for tire changes and similar work by use of a power driven wrench.

H.	1 - Router (Carpenter Shop) (NEW)	110

This tool is for use of the Airport carpenter. Its use is for trimming and finishing work in wood or formica, such as grooving for shelves, making dadoes, beading, rabbeting and mortising, and many other similar uses. It should be a standard tool in the Airport carpenter shop.

I.	1 - Portable Sander (NEW)	85

This sanding machine is required for use by the Airport painters. It is to be used for sanding large surfaces, as necessary, prior to painting, instead of sanding by the hand method as is presently done. Sanding by hand not only takes more time, thereby inefficient, but does not do the work well.

SPECIAL AVIATION FUND — Request

Due to change in State law, in order to be eligible for participation of certain unclaimed gas tax refunds, City must establish a Special Aviation Fund which will furnish matching funds now required by State.

. CONTRACTUAL SERVICES — $ 2,500

A. Leveling runway pavement grades.

Newly constructed runways and taxiways on newly deposited fills, of course, settle on the Airport's compressible clay base at a more rapid rate than the older runways on older fills. This causes differential settlements which develop humps or dips in the pavement. These differential settlements must be smoothed out when they reach a point that effects the operation of aircraft on those pavements. The The heavier and faster aircraft becomes the more necessary it is to have runways smooth.

EQUIPMENT

B. 1 - Self-Propelled Paint Line Marker (REP) — 1,000

Transferred from 2.725.400.000

C. 1 - One Half Ton Pickup Truck (REP) — 2,500

Transferred from 2.725.400.000

		Request	Increase
	3 - Light Motor Vehicles (contd) (NEW)		
	2. Provide the upper level duty station, which fronts both terminals, 1 vehicle to move along the 1/2 mile face of both terminals as the need arises and also to respond to the Supervisor's directions.		
	3. Provide the lower level duty station, which also fronts 1/2 mile of both terminals, the same mobility and ability to respond to the Supervisor's direction.		
A.	2 - Hose Covers for Quads (NEW)	$ 140	
	The hose covers are for protection of hose and equipment carried on the top of the quad units (combination aircraft and fire fighting units). These covers were not supplied when the equipment was purchased.		
B.	2 - Rotary Beacon Lights (NEW)	165	
	The rotary beacon lights are to be placed on Mobile 36 (SFA #6) Cardox Truck, and Mobile 30 (SFA #20) High Pressure Foam Unit, in order to comply with F.A.A. regulations governing emergency equipment.		
C.	BOND INTEREST AND REDEMPTION	$ 3,070,957	$ 214,487
	Bond Interest	$ 693,956.25	Increase $30,487
	1945 and 1949 Series	$ 28,668.75	
	1956 Series A,B,C and D	493,037.50	
	1956 Projected Sale, Series E 3/1/61 $5,300,000 @	172,250.00	
		$ 693,956.25	
	Bond Redemption	$ 2,377,000.00	Increase $184,000
	1945 and 1949 Series	$ 582,000.00	
	1956 Series A,B,C and D	1,440,000.00	
	1956 Projected Sale, Series E, 3/1/61 $5,300,000- 15 yr. Redemp.Period	355,000.00	
		$ 2,377,000.00	
	Total Bond Interest and Redemption	$ 3,070,956.25	$ 214,487

O.E. 130.002 - WAGES MISCELLANEOUS EMPLOYEES

IN ACCORDANCE WITH CONTROLLER'S DEPARTMENTAL INSTRUCTIONS DATED AUG. 22, 1961, THE DETAILED ANALYSIS FOR WAGES OF MISCELLANEOUS EMPLOYEES IS IN TWO MAIN PARTS SUMMARIZED AS FOLLOWS:

	EXPEND. 1960-1961	BUDGET 1961-1962	PROPOSED 1962-1963	INCREASE OR DECR.
PERMANENT WAGES				
NORMAL WAGES	$2,911,369	$3,048,637	$3,042,266	$ -6,371
PREMIUM PAY	44,467	38,674	39,639	965
SUB TOTAL	$2,955,836	$3,087,311	$3,081,905	$ -5,406
LESS SICK LEAVE	114,391	119,515	119,515	
BALANCE	$2,841,445	$2,967,796	$2,962,390	$ -5,406
SUPPLEMENTAL APPROP. ADJUSTMENTS		27,072		-27,072
NET	$2,841,445	$2,994,868	$2,962,390	$-32,478
OVERTIME AND TEMPORARY WAGES				
VACATION RELIEF	$ 4,347	$ 13,607	$ 13,639	$ 32
OVERTIMES	301,567	186,242	197,280	11,038
TOTAL	$ 305,914	$ 199,849	$ 210,919	$ 11,070
TOTAL WAGES	$3,147,359	$3,194,717	$3,173,309	$-21,408

PERMANENT WAGES

2-A SAVINGS IN WAGES DUE TO REDUCED NUMBER OF DAYS PAID THIS YEAR - ALL CLASSES INDICATED $ -7,099

2-B INCREASE IN REQUIREMENTS FOR PREMIUM PAY - ALL CLASSES INDICATED 697

2-C SAVINGS IN WAGES DUE TO PARTIAL YEAR 1961-1962 BEING PAID UNDER HIGHER WAGE RATE THAN RATE NOW IN EFFECT.
2-7381 AUTOMOTIVE MECHANIC--W $137.80/110 DA. $6,063
2-M54 AUTO MACHINIST --W $142.80/110 DA. -6,283 -220

2-D INCREASES IN COMPLIANCE WITH CHARTER SECTION 151.3 ALL CLASSES INDICATED 1,216

NET DECREASE - PERMANENT WAGES $-5,406

OVERTIME AND TEMPORARY WAGES

2-E INCREASE IN VACATION RELIEF-ALL CLASSES INDICATED $ 32

2-F INCREASE IN OVERTIME WAGES
EXPENDITURES FOR OVERTIME WAGES IN 1960-1961 AMOUNTED TO $300,945. THIS YEAR'S REQUEST IS REDUCED TO 65.5535% OF THAT AMOUNT TO EQUAL $197,280
LESS 1961-1962 BUDGET 186,242
NET INCREASE OVER 1961-1962 BUDGET 11,038

TOTAL INCREASE-OVERTIME AND TEMPORARY WAGES $ 11,070

2-G O.E. 111 - ALLOWANCE FOR OVERTIME

EMPLOYMENT OF PERSONNEL ON OVERTIME BASIS IS REQUIRED FOR CABLE CAR LINE BREAKDOWNS, ACCIDENTS, AND OTHER UNFORESEEN EMERGENCIES WHICH MAY OCCUR AT NIGHT OR DURING WEEK-ENDS WHEN PREMIUM RATES APPLY. OCCASIONAL, BUT RECURRING DEMANDS FOR LARGE SCALE TRANSPORTATION SERVICES SUCH AS SPECIAL CONVENTIONS, AND UNUSUAL DEMANDS FOR ADDITIONAL PERSONNEL SUCH AS PARADES MUST BE MET BY SUFFICIENT FUNDS FOR THESE PURPOSES. EXPERIENCE IN 1961-1962, THROUGH NOVEMBER 1961 IS PROVING THE INADEQUACY OF CURRENT YEAR'S APPROPRIATION.

2-H O.E. 112 - ALLOWANCE FOR HOLIDAYS

NEED FOR MAINTAINING OPERATING STANDARDS CONSISTENT WITH PUBLIC SAFETY AND EQUIPMENT SANITATION ON CERTAIN HOLIDAYS, SOME OF WHICH ARE NORMAL WEEK-DAY SCHEDULES REQUIRES THAT FUNDS BE PROVIDED FOR SERVICES ESTIMATED AS INDICATED:

CLASS NO.	TITLE	MAN DAYS	RATE	AMOUNT
B102	TELLER	30	$33.30	$ 999
B103	CASHIER "C"	3	33.30	100
B222	GENERAL CLERK	408	30.19	12,318
H54	TELEPHONE OPERATOR	42	28.73	1,207
H58	CHIEF TEL. OPERATOR	3	34.96	105
C52	ELEVATOR OPERATOR	30	26.03	780
C104	JANITOR	12	27.35	329
C104.1	CARCLEANER	60	27.35	1,641
C152	WATCHMAN	18	26.03	469
E122	POWER HOUSE OPERATOR	140	38.49	5,697
0168.1	OPERATING ENGINEER	36	40.43	1,456
S111	INSPECTOR	420	42.44	17,825
S120	DAY DISPATCHER	60	45.69	2,742
S122	SENIOR INSPECTOR	12	45.69	549
S122.1	CHIEF INSPECTOR	3	51.58	155
REQUIREMENTS FOR GOOD FRIDAY - 4/12/63				384
				$46,756
	LESS 1961-1962 BUDGET			42,500
	NET INCREASE			$ 4,256

O. E. 110 - PERMANENT SALARIES

	TOTAL PERMANENT SALARIES - 1961-1962		$3,096,885
I-A	INCREMENTS DUE DURING 1962-1963 ALL CLASSES INDICATED	$ -9199	
	OTHER MODIFICATIONS		
1-B	SAVINGS IN SALARIES DUE TO PARTIAL YEAR BEING PAID UNDER LOWER CLASSIFICATION		
	3-2714 JANITOR 325/5½	$5,362	
	3-J4 LABORER D25.80/106	-8,204	-2842
	2-9116 SR. FARE COLLECTIONS RECEIVER 415/5½	$4,565	
	2-8111 INSPECTOR 613/5½	-6,743	-2178
1-C	POSITIONS ABOLISHED		
	1-B222K GENERAL CLERK		-5232
	1-C104.1 CAR CLEANER		-4740
SUB TOTAL SHEET 7, COL. 12			-24191
SI-A	SUPPLEMENTAL APPROPRIATION ADJUSTMENTS		19156
	COMPARISON WITH 1961-1962 BUDGET SHEET I, LINE 2		-5,035
	PERMANENT SALARIES 1962-1963 BUDGET		$3,091,850

1-D - O.E. 130.001 - WAGES OF PLATFORM EMPLOYEES - INCREASE $136,076

CALCULATION OF THE AMOUNT TO BE REQUIRED FOR PLATFORM WAGES IS BASED ON THE ESTIMATED VEHICLE HOURS FOR 1962-1963 FOR THE VARIOUS TYPES OF EQUIPMENT, INCLUDING 16,400 ESTIMATED HOURS OF MOTOR COACH SERVICE TO CANDLESTICK PARK BASEBALL GAMES AND THE ACTUAL COST PER VEHICLE HOUR FOR THE FOUR (4) MONTHS OF JULY THROUGH OCTOBER 1961 AS FOLLOWS:

ACTUAL COST PER VEHICLE HOUR - JULY THROUGH OCTOBER 1961

	VEHICLE HOURS	COST PER VEHICLE HOUR	AMOUNT
BTREET CAR	112,606	$ 3.55071	$ 399,831
CABLE CAR	31,856	6.72517	214,237
TROLLEY COACH	330,342	3.43674	1,135,301
MOTOR COACH	468,597	3.55587	1,666,270
	943,401	$ 3.62056	$3,415,639

BUDGET - FISCAL YEAR 1961-1962

	ESTIMATED VEHICLE HOURS	COST PER VEHICLE HOUR	AMOUNT
BTREET CAR	342,457	$ 3.57591	$ 1,224,596
CABLE CAR	94,672	6.63146	627,814
TROLLEY COACH	1,002,063	3.41133	3,418,368
MOTOR COACH	1,391,819	3.52121	4,900,887
	2,831,011	$ 3.59294	$10,171,665

PROPOSED BUDGET - FISCAL YEAR 1962-1963

	ESTIMATED VEHICLE HOURS	COST PER VEHICLE HOUR	AMOUNT
STREET CAR	338,406	$ 3.55071	$ 1,201,582
CABLE CAR	96,263	6.72517	647,385
TROLLEY COACH	989,135	3.43674	3,399,400
MOTOR COACH	1,422,823	3.55587	5,059,374
	2,846,627	$ 3.62104	$10,307,741

COMPARISON WITH 1961-1962 BUDGET - INCREASE $ 136,076

Form 4210

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC UTILITIES COMMISSION

BUDGET EXPLANATIONS

Index Number 735

FISCAL YEAR 1962-1963

Sheet Number 4

4-A O.E. 241 RENTAL OF TABULATING EQUIPMENT

PER CONTRACT - 12 MONTHS @ $1,976		$23,712
ADD ONE (1) SORTER MODEL 420-1 (850 CARDS PER MINUTE)	$1,020	
DEDUCT ONE (1) SORTER MODEL 220 (420 CARDS PER MINUTE)	516	
INCREASE IN RENTAL		504
FREIGHT CHARGE ON ABOVE		200
TOTAL TABULATING EQUIPMENT RENTAL		$24,416
RENTAL OF POSTAGE METERING MACHINE		86
TOTAL REQUESTED FOR 1962-1963		$24,502
LESS 1961-1962 BUDGET		22,400
INCREASE		$2,102

4-B O.E. 251 REQUEST FOR ESTIMATED EXPENSES TO BE INCURRED FOR INSPECTION OF PROPERTIES UNDER THE JURISDICTION OF THE MUNICIPAL RAILWAY; IN MEETINGS WITH IMPROVEMENT CLUBS, JUNIOR AND SENIOR CHAMBERS OF COMMERCE, THE DOWNTOWN ASSOCIATION, OTHER ORGANIZATIONS, BUSINESS FIRMS, THE GRAND JURY, AND MEMBERS OF THE PRESS; AND AT OTHER OCCASIONS; ALL WITH THE VIEW OF CREATING GOOD PUBLIC RELATIONS, ADVERTISING, AND EXPLOITING THE RESOURCES OF THE MUNICIPAL RAILWAY. $ 300

4-C O.E. 267 INITIAL ESTIMATED COST FOR INSTITUTING A PROGRAM OF MEDICAL EXAMINATIONS TO EVALUATE PHYSICAL FITNESS OF PLATFORM PERSONNEL $10,000

4-D O.E. 216.755 DECREASE OVER 1961-1962 BUDGET IS ESTIMATED AT $ 200

4-E O.E. 213 DECREASE OVER 1961-1962 BUDGET IS ESTIMATED BY THE BUREAU OF LIGHT, HEAT, AND POWER TO BE $15,010

4-F O.E. 244 TIRE RENTAL

THE MUNICIPAL RAILWAY IS UNDER CONTRACT WITH THE GENERAL TIRE AND RUBBER COMPANY FOR THE RENTAL OF TIRES FOR USE ON TROLLEY AND MOTOR COACHES. THIS CONTRACT WHICH WAS EFFECTIVE NOVEMBER 1, 1955 REQUIRES THAT THE RENTAL BE BASED ON A RATE PER TIRE MILE, SAID RATE TO BE ADJUSTED UPWARDS OR DOWNWARDS SEMI-ANNUALLY IN ACCORDANCE WITH FLUCTUATIONS OF STANDARD OF MODIFICATION. THE SIX-YEAR CONTRACT WAS EXTENDED ON OCTOBER 2, 1961 FOR PERIOD OF TWO YEARS, TO AND INCLUDING OCTOBER 31, 1963, AND MAY BE EXTENDED BY MUTUAL AGREEMENT FOR ANOTHER FOUR-YEAR PERIOD.

IN ACCORDANCE WITH THE PROVISIONS OF THIS CONTRACT, USING THE ADJUSTED RATES EFFECTIVE NOVEMBER 1, 1961, THE FOLLOWING TABULATION IS USED TO ESTIMATE THE TIRE RENTAL REQUIREMENTS FOR THIS FISCAL YEAR:

TROLLEY COACHES		
ESTIMATED VEHICLE HOURS	989,135	
AVERAGE MILES PER HOUR IN 1960-1961	8.41	
ESTIMATED VEHICLE MILES	8,318,626	
ESTIMATED TIRE MILES (6 TIRES PER COACH)	49,911,756	
CONTRACT RENTAL RATE-PER TIRE MILE (.00246 LESS 10%)	$0.002214	
ESTIMATED ANNUAL COST		$110,505
MOTOR COACHES		
ESTIMATED VEHICLE HOURS	1,422,823	
AVERAGE MILES PER HOUR IN 1960-1961	10.21	
ESTIMATED VEHICLE MILES	14,527,023	
ESTIMATED TIRE MILES (6 TIRES PER COACH)	87,162,138	
CONTRACT RENTAL RATE-PER TIRE MILE (.00236 LESS 10%)	$0.002124	
ESTIMATED ANNUAL COST		185,133
SUB-TOTAL-ESTIMATED TIRE RENTAL COSTS AT RATE CURRENTLY (NOVEMBER 1961) IN EFFECT		$295,638
ADDITIONAL 3% TO PROVIDE FOR ESTIMATED PRICE INCREASE		8,870
TOTAL ESTIMATED REQUIREMENTS FOR 1962-1963		$304,508
LESS 1961-1962 BUDGET		320,000
DECREASE IN ESTIMATED COSTS FOR TIRE RENTAL		$ 15,492

3-A O.E. 135 SICK LEAVE - PER DIEM EMPLOYEES

ESTIMATED REQUIREMENTS FOR SICK LEAVE OF PER DIEM EMPLOYEES IS ESTIMATED AS FOLLOWS:

MISC. EMPLOYEES - EQUAL TO 1961-1962 BUDGET	$119,515
PLATFORM EMPLOYEES - EQUAL TO 1960-1961 EXPENDITURES	356,363
TOTAL REQUESTED FOR 1962-1963	$475,878
LESS 1961-1962 BUDGET	461,733
NET INCREASE	$ 14,145

O.E. 200 EXPLANATION OF INCREASES AND DECREASES IN CONTRACTUAL SERVICES

3-D ESTIMATED REQUIREMENTS FOR THE VARIOUS OBJECTS OF EXPENDITURE INDICATED ON THE 1962-1963 BUDGET ESTIMATE ARE BASED ON ACTUAL 1960-1961 EXPENDITURES PLUS 6% OR INCREASES OF 3% PER YEAR $1,365

3-G O.E. 206 TRAVEL EXPENSES ARE ESTIMATED AS FOLLOWS:

ROUTINE TRAVEL - MISCELLANEOUS OR EMERGENCY AND QUARTERLY MEETINGS OF CALIFORNIA MUNICIPAL TRANSIT MANAGERS $ 300

OFFICIAL TRAVEL -
REPRESENTATIVES TO ATTEND MEETINGS OF AMERICAN TRANSIT ASSOCIATION, MEMBERSHIP AUTHORIZED BY ORDINANCE NO. 4212, PASSED AUGUST 12, 1946.

NATIONAL MEETING, A.T.A., FOR 1 PERSON
DATE OF MEETING - OCTOBER 1962
PLACE OF MEETING - ATLANTIC CITY
AMOUNT REQUESTED 520

EXECUTIVE CONFERENCE AND THE TRANSIT PARS COMMITTEE, A.T.A., FOR 1 PERSON
DATE OF MEETING - MAY 1963
PLACE OF MEETING - THE GREENBRIER, WHITE SULPHUR SPRINGS, WEST VIRGINIA
AMOUNT REQUESTED 545

REGIONAL MEETING, A.T.A., FOR 25 PERSONS
DATE OF MEETING - MAY 1963
PLACE OF MEETING - SAN FRANCISCO
AMOUNT REQUESTED (REGISTRATION FEES ONLY) 150

NATIONAL SAFETY COUNCIL MEETING, MEMBERSHIP AUTHORIZED BY ORDINANCE FILE NO. 4417, JULY 18, 1949, FOR 1 PERSON.
DATE OF MEETING - OCTOBER 1962
PLACE OF MEETING - CHICAGO
AMOUNT REQUESTED 397

TOTAL REQUIREMENTS	$1,912
LESS 1961-1962 BUDGET	2,208
DECREASE	$ 296

3-D O.E. 213 RECURRING EXPENDITURES 1960-1961

ELEVATOR MAINTENANCE	$ 3,055
PLUMBING AND MISC. REPAIRS	2,345
TOTAL	$ 5,400
ADD 6% INCREASE	325
NON-RECURRING EXPENDITURES 1962-1963	
SOIL PIPE REPAIRS AT WASHINGTON-MASON CARHOUSE	1,100
REQUESTED FOR 1962-1963	$ 6,825
LESS 1961-1962 BUDGET	6,875
NET DECREASE	$ 50

3-E O.E. 214 RECURRING EXPENDITURES 1960-1961

MAINTENANCE AND REPAIRS	$ 3,255
ADD 6% INCREASE	195
TOTAL REQUESTED FOR 1962-1963	$ 3,450
LESS 1961-1962 BUDGET	21,500
DECREASE	$18,050

3-F O.E. 216 REQUIREMENTS FOR 1962-1963 ARE AS FOLLOWS:

INSTALLATION OF CRANKCASE BLOW-BY DEVICES ON 88 PASSENGER CARS AND TRUCKS @ $15.95	$ 1,404
RECONDITION 24 WESTINGHOUSE #1442, OR GENERAL ELECTRIC 1213J TROLLEY COACH TRACTION MOTORS	9,500
ACTUAL EXPENDITURES FOR FISCAL YEAR 1960-1961 PLUS 6%	17,450
TOTAL	$28,354
LESS 1961-1962 BUDGET	12,775
INCREASE	$15,579

3-G O.E. 232 NO INCREASE ANTICIPATED OVER 1960-1961 EXPENDITURES. INCREASE OVER 1961-1962 BUDGET $ 200

3-R O.E. 232.1 ESTIMATED REQUIREMENTS FOR 1962-1963 ARE AS FOLLOWS:

INSTALLATION CHARGES
TO INSTALL A CABLE CAR CABLE STRAND ALARM SYSTEM URGENTLY NEEDED TO PREVENT EXCESSIVE DAMAGE TO CABLE - $40. REMAINDER TO PROVIDE FOR POSSIBLE EXTENSIONS AND RELOCATION DUE TO SIGNUPS, BASEBALL, REARRANGEMENT OF PERSONNEL, REROUTING OF LINES, AND REMOVAL OF POLES. THESE REQUIREMENTS CANNOT BE DETERMINED IN ADVANCE. $ 200
LESS 1961-1962 BUDGET 50
INCREASE $ 150

MONTHLY SERVICE CHARGES -$300. OF THIS AMOUNT $156 WILL BE NEEDED IN CONNECTION WITH THE CABLE STRAND ALARM SYSTEM. THE REMAINDER IS FOR THE POSSIBLE EXTENSIONS AND RELOCATIONS ABOVE WHICH CANNOT BE DETERMINED IN ADVANCE $300
LESS 1961-1962 BUDGET 50
INCREASE 250

TOTAL INCREASE $ 400

6-A O.E. 804 PRIOR YEARS' NET EXPENDITURES INDICATE THAT AN INCREASE TO $1,100,000 IS NECESSARY TO PROVIDE FOR SETTLEMENTS OF PASSENGER AND DAMAGE CLAIMS. FOR THE LAST FOUR (4) YEARS, THE AVERAGE PER YEAR IS $1,110,708, WITH SETTLEMENTS INCREASING IN THE MOST RECENT YEARS AS FOLLOWS:

FISCAL YEAR	TOTAL SETTLEMENTS	AMOUNTS PAID BY CARRIER	NET EXPENDITURES
1957-1958	$1,105,498	$ 15,999	$ 1,089,499
1958-1959	1,635,866	464,991	1,170,875
1959-1960	1,131,100	69,188	1,061,912
1960-1961	1,414,325	293,779	1,120,546
TOTALS	$5,286,789	$ 843,957	$ 4,442,832
AVERAGE PER YEAR			$1,110,708

FOR THE FIRST FIVE MONTHS OF THE CURRENT FISCAL YEAR, AUTHORIZED PAYMENTS AMOUNT TO $812,312 OUT OF AN APPROPRIATION OF $1,000,000. INCREASE REQUESTED FOR 1962-1963 IS $100,000

6-B O.E. 804.999 THE PRESENT BALANCE OF THIS APPROPRIATION AMOUNTS TO $419,069. THE AMOUNT OF $80,931 REQUESTED BRINGS THIS APPROPRIATION UP TO THE MAXIMUM AMOUNT OF $500,000 AUTHORIZED IN THE ADMINISTRATIVE CODE. REDUCTION FOR 1962-1963 IS ESTIMATED AT $144,069

6-C O.E. 812 THE PRO-RATED PREMIUM ON OFFICIAL BONDS AMOUNTS TO $1,010, FOR AN INCREASE OF $ 310

6-D O.E. 814 BASED ON INFORMATION FROM THE INSURANCE BROKER, THERE IS APPROXIMATELY A 15% INCREASE ON THE NEW FIVE-YEAR POLICY EFFECTIVE JAN. 1, 1963. THE CURRENT FIRE INSURANCE POLICY

PREMIUMS AMOUNT TO	$133,338
ESTIMATED INCREASE	20,001
NEW FIVE-YEAR POLICY	$153,339
ANNUAL PREMIUM - ONE-FIFTH	$ 30,668

NET INCREASE FOR 1962-1963 $ 4,708

6-E O.E. 854 PROVISION FOR ANNUAL MEMBERSHIP DUES WILL BE REQUIRED AS FOLLOWS FOR 1962-1963:

NATIONAL SAFETY COUNCIL, IN ACCORDANCE WITH FILE NO. 4417, PASSED JULY 18, 1949	$4,270
AMERICAN TRANSIT ASSOCIATION IN ACCORDANCE WITH BILL NO. 4212 PASSED AUG. 12, 1946	4,840
NORTHERN CALIFORNIA JOINT POLE ASSOCIATION IN ACCORDANCE WITH FILE NO. 26-61 PASSED FEB. 2, 1961	50

TOTAL 1962-1963 REQUEST EQUAL TO 1961-1962 BUDGET $ 9,160

6-F O.E. 860 REQUIREMENT FOR PENSION AND RETIREMENT ALLOWANCES IS CALCULATED AS FOLLOWS:

PERSONAL SERVICES OF THE MUNICIPAL RAILWAY (EXCLUDING TEMPORARY SALARIES) AMOUNTING TO $17,102,534 @ 5.615%		$ 960,308
PRIOR SERVICE AND MILITARY LEAVE (EST.)		93,311
PERSONAL SERVICES OF OTHER DEPARTMENTS:		
CITY ATTORNEY	$172,992	
PURCHASER	130,852	
TOTAL	$303,844 @ 6.236%	18,948
TOTAL 1962-1963 REQUIREMENT		$1,072,567
LESS 1961-1962 BUDGET		1,021,271
NET INCREASE		$ 51,296

6-G O.E. 862 SOCIAL SECURITY REQUIREMENT IS ESTIMATED ON THE RATES OF CONTRIBUTIONS TO BE IN EFFECT ON A BASE OF $4,800 MAXIMUM AMOUNT SUBJECT TO TAX FOR EACH INDIVIDUAL WAGE-EARNER

	AMOUNT SUBJECT TO TAX	RATE	CONTRIBUTION
JULY-DECEMBER 1962	$5,841,661 @	3-1/8%	$ 182,552
JANUARY-JUNE 1963	8,667,778 @	3-5/8%	314,207
TOTAL 1962-1963 REQUIREMENT	$14,509,439		$ 496,759
LESS 1961-1962 BUDGET			426,100
NET INCREASE			$ 70,659

6-H O.E. 865 THE HEALTH SERVICE SYSTEM HAS ESTIMATED ITS REQUIREMENTS FROM THE MUNICIPAL RAILWAY FOR

1962-1963 TO BE	$123,000
LESS 1961-1962 BUDGET	121,880
NET INCREASE	$ 1,120

FORM 880

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission PUBLIC UTILITIES COMMISSION — Index Number 735 — Sheet Number 5

O.E. 300 - EXPLANATION FOR INCREASES OR DECREASES IN MATERIALS AND SUPPLIES

5-A AMOUNTS REQUESTED FOR THE OBJECTS OF EXPENDITURE INDICATED AS BUDGET ESTIMATES FOR 1962-1963 ARE BASED ON 1960-1961 EXPENDITURES PLUS 6% OR AT AN INCREASE OF 3% PER YEAR, AN INCREASE OVER THE 1961-1962 BUDGET OF $ 34,339

5-B O.E. 315C - THE FOLLOWING SCHEDULE IS BASED ON THE ESTIMATED LIFE OF CABLES AT CURRENT (DEC. 1961) COSTS:

CAR LINE	CABLE LENGTH	AVER. DAYS SERVICE	NO. OF CABLES	COST PER CABLE	TOTAL COST
HYDE-JACKSON	15700'	102	3	$10,490	$ 31,470
POWELL	9150'	115	3	6,114	18,342
MASON	10150'	128	3	6,900	20,700
CALIFORNIA	21500'	350	1	14,328	14,328
			SUB-TOTAL		$ 84,840
PLUS ESTIMATED COST INCREASE OF 10%					8,484
ESTIMATED REQUIREMENTS FOR 1962-1963					$ 93,324
LESS 1961-1962 BUDGET					92,200
INCREASE OVER 1961-1962 BUDGET					$ 1,124

5-C O.E. 342 ESTIMATED RECURRING EXPENDITURES, NO INCREASE OVER 1961-1962 BUDGET $ 400

ESTIMATED COST OF SIX (6) ASBESTOS HOODS AND SMOCKS FOR USE BY OPERATORS SWITCHING HIGH VOLTAGE DISCONNECTS 350

TOTAL 1962-1963 BUDGET ESTIMATE $ 750
LESS 1961-1962 BUDGET 400
NET INCREASE $ 350

5-D D.E. 37D - CURRENT PRICE OF THE CITY DIRECTORY IS $90, AN INCREASE OF $ 6

5-E O.E. 372 - RECURRING EXPENDITURES $ 1,005
PLUS 6% INCREASE 60
MOTION PICTURE FILMS FOR THE BUREAU OF PERSONNEL & SAFETY 350
TOTAL 1962-1963 REQUEST $ 1,415
LESS 1961-1962 BUDGET 650
INCREASE $ 765

5-F O.E. 375 CENTRAL WAREHOUSE (PURCHASER) NOW HAS LARGER STOCKS OF STATIONERY AND OFFICE SUPPLIES. BUDGET MODIFICATIONS, AS WELL AS PROBABLE EXPENDITURES FOR 1961-1962 INDICATE THIS DEVELOPMENT.
INCREASE OVER 1961-1962 BUDGET IS $ 800

5-G O.E. 399 - OBSOLETE MATERIALS WERE WRITTEN OFF IN 1961-1962. NO FURTHER REQUIREMENTS ARE CONTEMPLATED FOR 1962-1963 $-21,000

5-R O.E. 321 - FUELS AND LUBRICANTS - INCREASE $8,856

THIS ITEM PROVIDES FOR ALL TYPES OF FUELS AND LUBRICANTS USED ON AUTOMOTIVE EQUIPMENT.

CALCULATION OF ESTIMATED REQUIREMENTS

DIESEL FUEL AND GASOLINE COSTS

	COST PER GALLON	4% SALES TAX	STATE ROAD TAX	TOTAL COST	PERCENT OVER 1961 COSTS
DIESEL FUEL					
JAN.-DEC. 1961	$0.08730	$0.00349	$0.07000	$0.16079	100 %
JAN.-DEC. 1962	0.08610	0.00344	0.07000	0.15954	99.2226%
JAN.-DEC. 1963	EST. 0.08868*	0.00355	0.07000	0.16223	100.8956%
GASOLINE					
JAN.-DEC. 1961	$ 0.11030		$0.06000	$0.17030	100 %
JAN.-DEC. 1962	0.10900		0.06000	0.16900	99.2366%
JAN.-DEC. 1963	EST. 0.11227*		0.06000	0.17227	101.1568%

ESTIMATED COSTS PER MOTOR COACH VEHICLE HOUR AT NEW RATES

STORES ISSUES FOR JULY THRU SEPTEMBER	ACTUAL COSTS 1961	ESTIMATED COSTS 1962	ESTIMATED COSTS 1963
DIESEL FUEL	$144,648	$143,524	$145,944
GASOLINE	11,396	11,309	11,528
OTHER COSTS	10,682	11,002*	11,332*
TOTAL	$166,726	$165,835	$168,804
MOTOR COACH VEHICLE HOURS	348,677	348,677	348,677
COST PER VERICLE HOUR	$0.47817	$0.47562	$0.48413

*ESTIMATED INCREASE OF 3% OVER PRIOR YEAR

ESTIMATED REQUIREMENTS FOR 1962-1963

	ESTIMATED MOTOR COACH VERICLE HOURS		AMOUNT
JULY - DECEMBER 1962	715,356	@ $0.47562	$340,238
JANUARY - JUNE 1963	707,467	@ $0.48413	342,506
TOTAL	1,422,823		$682,744
LESS AMOUNT APPROPRIATED FOR 1961-1962			673,888
NET INCREASE IN REQUIREMENTS			$ 8,856

O.E. 400 - EQUIPMENT (REPLACEMENT) CONTINUED

	O.E.	YEAR ACQUIRED	ITEM	REASON	AMOUNT REQUESTED
8-A	422	1952 (?)	SIX (6) HOISTS, COFFING RATCHET	REQUIRED TO PULL BROKEN TROLLEYS. EXISTING HOISTS ARE OVER TEN YEARS OLD AND BEYOND ECONOMICAL REPAIR. THEIR POOR CONDITION HAS RESULTED IN SERVICE ACCIDENTS TO WORKMEN. AVERAGE USEFUL LIFE IS ABOUT THREE YEARS FOR THIS EQUIPMENT	$ 510
8-B	422	1912 (?)	ONE (1) SHAPER, SINGLE SPINDLE	TO REPLACE MACHINE SHOP EQUIPMENT OVER 50 YEARS OLD. IT IS UNSAFE AND INEFFICIENT TO OPERATE	1500
8-C	422	1942(?)	TWO (2) PAVEMENT BREAKERS, PNEUMATIC	TO REPLACE EQUIPMENT OVER TWENTY YEARS OLD, WHICH IS UNSAFE TO OPERATE AND BEYOND REPAIR BECAUSE PARTS ARE NO LONGER MANUFACTURED.	1100
8-D	422	1942(?)	TWO (2) TAMPERS, PNEUMATIC	SAME AS FOREGOING REASON	700
8-E	444	1952(?)	TEN (10) BATTERIES, STORAGE, TYPE B12H	TO REPLACE WORN OUT STORAGE BATTERIES INSTALLED ON CABLE CARS AS PART OF LIGHTING EQUIPMENT	3500
8-F	444	1949	FIFTY-SIX (56) BATTERIES, STORAGE TYPE KXH B7	TO REPLACE EXISTING CELLS AT DOWNTOWN SUB-STATION WHICH ARE WORN OUT, DO NOT HOLD THEIR CHARGES SATISFACTORILY. TEN YEARS SERVICE IS NORMAL LIFE EXPECTANCY FOR THIS EQUIPMENT. CELLS IN GOOD CONDITION ARE ESSENTIAL FOR UNINTERRUPTED SERVICE OF THE SUB-STATION.	900
8-G	444	1946 1946 1946 (30) 1959 (6)	RADIO SYSTEM, COMPLETE WITH (1) COMMUNICATIONS CENTER (2) A BASE STATION, A'D (3) THIRTY-SEVEN (37) MOBILE UNITS	REPLACEMENT OF PRESENT SYSTEM IS NECESSARY IN ORDER TO COMPLY WITH MANDATORY REQUIREMENTS OF THE FEDERAL COMMUNICATIONS COMMISSION FOR MORE STRINGENT TECHNICAL STANDARDS OF EQUIPMENT TO BECOME EFFECTIVE NOVEMBER 1, 1963, IN THE MANNER RECOMMENDED BY THE UTILITIES ENGINEERING BUREAU. THIS AMOUNT INCLUDES INSTALLATION AND OTHER COSTS	34600
8-H	456	1951 (4)	FOUR (4) TRUCKS, 3/4 TON	TO REPLACE WORN OUT EQUIPMENT: NO. 0093 FORD 3/4T. 107008 MILES (11/1/61) 0094 FORD 3/4T. 105323 MILES (11/1/61) 00103 FORD 3/4T. 121168 MILES (11/1/61) 0010[illegible] FORD 3/4T. 151443 MILES (11/1/61) EQUIPMENT IS USED BY TRACK DEPT. (2), STORES (1) AND CABLE MACHINERY (1)	8000

O.E. 400 - EQUIPMENT (NEW)

8-I	402		ONE (1) CABINET, STEEL, FILM STORAGE	REQUIRED BY THE CLAIMS DEPARTMENT FOR STORAGE OF FILMS	315
8-J	412		TWO (2) CARRIAGE AND PEDESTAL, TYPEWRITER 18" ELITE AND PICA TYPE	WIDE CARRIAGES ARE REQUIRED TO PREPARE LARGE STATEMENTS. USE OF THESE CARRIAGES ON TYPEWRITERS PRESENTLY IN USE WILL SAVE THE COST OF NEW TYPEWRITERS	210
8-K	416		TWO (2) PHOTO FLASH UNITS, REMOTE CONTROL	REQUIRED BY PHOTO LABORATORY TO INCREASE QUALITY, SPEED, AND ACCURACY OF PHOTOGRAPHIC WORK AND TO ADD TO OVER-ALL SAFETY AND CONVENIENCE	76
8-L	416		ONE (1) VIEWER, FILM	REQUIRED BY PHOTO LABORATORY TO ANALYZE RESULTS OF EXPOSED FILM	40

O. E. 900 - SERVICES OF OTHER DEPARTMENTS

7-A O.E. 900117 SERVICES OF THE CITY ATTORNEY

CLASS NO.	TITLE	EMP.	1961-1962 BUDGET	1962-1963 REQUEST	INCREASE OR DECREASE
B410	LEGAL STENOGRAPHER	4	$ 22512	$ 22512	
K6	SENIOR ATTORNEY, CIVIL	3	39564	39564	
K8	PRINCIPAL ATTORNEY, CIVIL	5	76380	76380	
K10	HEAD ATTORNEY, CIVIL	2	34536	34536	
	TOTALS	14	$172992	$172992	-0-

7-B O.E. 900123 CONTROLLER - NO INCREASE IS ANTICIPATED IN COST OF OUTSIDE AUDITS OF MUNICIPAL RAILWAY ACCOUNTS

7-C O.E. 900311 PURCHASER - NET REDUCTION IN PERSONAL SERVICES IS DUE TO

(a) SALARY INCREMENTS
(b) RECLASSIFICATION OF POSITION TO LOWER SALARY SCHEDULES
(c) INCREASE IN HOLIDAY PAY REQUIREMENTS
(d) ELIMINATION OF OVERTIME AND EXTENDED WORK WEEK PROVISIONS

CLASS NO.	TITLE	EMP.	1961-1962 BUDGET	1962-1963 REQUEST	INCREASE OR DECREASE	
B352	STOREKEEPER	7	$ 37464	$ 37548	$ 84	(a)
	ASSISTANT STOREKEEPER	3	13532	12582	-950	(b)
B352	STOREKEEPER	3K	16092	16092		
B354	GENERAL STOREKEEPER	3	18122	18707	585	(a)
B3541	SENIOR STOREKEEPER	1/2	3768	3768		
B366	ASS'T PURCHASER OF SUPPLIES	1	9206	9664	458	(a)
B367	SENIOR ASS'T PURCHASER OF SUPPLIES	1	10652	11182	530	(a)
B512	GENERAL CLERK-TYPIST	3	15128	14868	-260	(a)
1404	CLERK	1	5232	4098	-1134	(b)
	HOLIDAY PAY		1225	2343	1118	(c)
	OVERTIME		400		- 400	(d)
	EXTENDED WORK WEEK		2356		-2356	(d)
	TOTALS	22½	$133177	$130852	$ -2325	

7-D O.E. 900705&00.E.900765 P.U.C. GENERAL OFFICE AND THE P.U.C. ENGINEERING BUREAU HAVE ESTIMATED REDUCTIONS IN THEIR REQUIREMENTS FOR 1962-196 BY $503 AND $2768 RESPECTIVELY.

O.E. 400 EQUIPMENT - (REPLACEMENT)

	O.E.	YEAR ACQUIRED	ITEM	REASON	AMOUNT REQUESTED
7-E	402	1944 (4)	FOUR (4) CHAIRS, STEEL, POSTURE	TO REPLACE OLD, UNSAFE AND UNCOMFORTABLE WOODEN CHAIRS	$160
7-F	402	1948 (?)	ONE (1) BOARD, MIMEOGRAPH DRAWING	TO REPLACE OLD DRAWING BOARD WHICH PRODUCES UNRELIABLE RESULTS	70
7-G	412	1942 (1) 1948 (2) ? (1)	FOUR (4) CALCULATORS	TO REPLACE WORN OUT MACHINES IN POOR CONDITION. NONE WARRANT EXPENSE OF OVERHAUL REPAIRS	2808
7-H	412	1946 (1) 1947 (2) 1948 (3)	SIX (6) TYPEWRITERS	SAME AS FOREGOING REASON	1560
7-I	412	1941	ONE (1) ADDING MACHINE -HOURS AND MINUTES	SAME AS ABOVE. REQUIRED FOR USE IN PREPARATION OF SCHEDULES, PAYROLLS, AND STATEMENTS	440
7-J	412	1947	ONE (1) FORMS TRACTOR TABULATING	THIS DEVICE IS USED ON TABULATOR. PRESENT TRACTOR IS IN POOR CONDITION AND MAY BREAK DOWN COMPLETELY IN THE NEAR FUTURE	260

Form 0150

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC UTILITIES COMMISSION

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 735, 736 AND 737 Sheet Number 10

APPROPRIATION 2.735.---BOND INTEREST AND REDEMPTION

10-A	O.E. 830	REQUIRED FOR BOND REDEMPTION	$1,535,000	
		REQUIRED FOR BOND INTEREST	48,050	
		TOTAL	$1,579,950	
		LESS 1961-1962 BUDGET	1,610,057	
		DECREASE IN AMOUNT REQUIRED FOR 1962-1963	$ 30,107	

APPROPRIATION 2.736---RECONSTRUCTION AND REPLACEMENT

	O.E.			
10-B	100.013	ROOF REPAIRS - STOREROOM AT BRYANT AND DIVISION STS. DEPT. OF CITY PLANNING PROJECT DATA SHEET PRIORITY NO. 2. THIS ROOF HAS DETERIORATED TO SUCH AN EXTENT THAT REPAIRS ARE NECESSARY IN THE IMMEDIATE FUTURE.		$ 23,000
10-C	913.243	RENTAL OF MOTOR COACHES		

FLEET		MILES	RATE	ORDERS DUE LESSOR	AMOUNT
INITIAL	-100 COACHES (2/9/56)	3,300,000	$0.00246	NOV. 1, 1962	$ 8,118.00
FIRST SUCCESSIVE	- 70 COACHES (2/28/56)	2,310,000	0.00246	FEB. 28, 1963	5,682.60
SECOND SUCCESSIVE	- 70 COACHES (7/17/57)	2,310,000	0.00268	JUNE 30, 1963	6,190.80

THIRD SUCCESSIVE - 70 COACHES (9/30/58) SIXTH (FINAL) YEAR'S RENTAL		$277,592.70	
LESS "EXCESS MILEAGE PRINCIPAL PAYMENTS" TO DATE		84,556.12	
UNPAID PRINCIPAL		$193,036.58	
LESS ENCUMBRANCE FOR FOURTH YEAR'S ESTIMATED "EXCESS MILEAGE PRINCIPAL PAYMENT" DUE JUNE 30, 1962		41,638.91	151,397.67
FOURTH SUCCESSIVE - 70 COACHES (7/23/59) FIFTH YEAR'S RENTAL - FROM 7/23/63 TO 7/22/64 DUE SEPT. 1, 1962			286,694.10
FIFTH SUCCESSIVE - 70 COACHES (2/16/60) FOURTH YEAR'S RENTAL - FROM 2/13/63 TO 2/15/64	DUE SEPT. 1, 1962		289,466.10
FOURTH YEAR'S INTEREST FROM 2/1/63 TO 1/31/64	" " " "		12,000.00
FOURTH YEAR'S "EXCESS MILEAGE" FROM 12/1/63 TO 11/30/64	" " " "		28,946.60
TOTAL RENTAL OF MOTOR COACHES			$780,495.87
OR APPROXIMATELY			780,500

10-D	913.243.03	RENTAL OF FARE BOXES		
		FIFTH RENTAL PERIOD	$ 52,490.00	
		FIFTH YEAR'S INTEREST FROM 7/1/62 TO 6/30/63	3,210.00	
		TOTAL RENTAL OF FARE BOXES - ORDERS DUE LESSOR JULY 1, 1962		55,700.
		TOTAL - RECONSTRUCTION AND REPLACEMENT		$ 867,200
		LESS AMOUNT APPROPRIATED IN 1961-1962		1,202,553
		DECREASE IN REQUIREMENTS FOR 1962-1963		$ 335,353

APPROPRIATION 2.737.---ADDITIONS AND BETTERMENTS

10-E	500.004	FENCE INSTALLATION-WEST SIDE OF CHURCH STREET RIGHT-OF-WAY BETWEEN 18TH AND 20TH STREETS. DEPT. OF CITY PLANNING PROJECT DATA SHEET PRIORITY NO. 1	NEEDED TO PREVENT ACCIDENT HAZARDS DUE TO PEDESTRIANS CROSSING THE RIGHT-OF-WAY AT OTHER THAN INDICATED PEDESTRIAN CROSSWALKS.	$ 3,800

O. E. 400 - EQUIPMENT (NEW) CONTINUED

	O.E.	ITEM	REASON	AMOUNT REQUESTED
9-A			OPERATIONS OF THE POWER AND PLANT DEPARTMENT ARE SERIOUSLY AFFECTED BY ITS ADILITY TO BORROW EQUIPMENT FROM OUTSIDE SOURCES. THE PURCHASE OF THE THREE ITEMS OF ELECTRICAL TESTING EQUIPMENT IMMEDIATELY FOLLOWING WILL ELIMINATE THIS UNRELIABLE PRACTICE:	$
	420	ONE (1) TESTER, INSULATION	FOR EMERGENCY BREAKDOWNS AND PROTECTIVE MAINTENANCE STUDIES	350
	420	ONE (1) METER, VIBRATION	TO ANALYZE EXTENT OF THE PUBLIC'S COMPLAINTS DUE TO OPERATIONS OF BUSES AND STREET CARS	300
	420	ONE (1) AMMETER, HOOK-ON	TO TEST AND DETECT TROUBLE ON ELECTRICAL CIRCUITS THROUCHOUT THE MUNICIPAL RAILWAY SYSTEM	80
9-B	422	ONE (1) IMPACT WRENCH	THESE FOUR ITEMS OF EQUIPMENT ARE REQUIRED FOR NORMAL SHOP WORK ESSENTIAL TO OPERATIONS	275
	422	TWO (2) JACKS, HYDRAULIC, 12 T		66
	422	ONE (1) GRINDER, 6" ELECTRIC		120
	422	FOUR (4) DRILLS, ELECTRIC, HEAVY DUTY		300
9-C	422	THREE (3) SCALERS, PNEUMATIC	THESE UNITS ARE TO BE USED FOR CHIPPING AND SCALING OLD PAINT AND RUST FROM STEEL TROLLEY POLES. PRESENT METHODS REQUIRE ONE TO THREE MAN-DAYS FOR EACH POLE WHERE THE USE OF PNEUMATIC SCALERS WILL CUT THIS TIME TO 1/3RD MAN-DAY AND PRODUCE BETTER RESULTS	600
9-D	424	ONE (1) BALANCING MACHINE FRONT WHEEL	THESE THREE ITEMS ARE REQUIRED TO MAKE REPAIRS TO DIESEL ENGINES AND COACHES	1300
	424	ONE (1) RIVETER AND COUNTERSINKING MACHINE		475
	424	ONE (1) VALVE GAPPER, DIESEL ENGINE		66
9-E	424	ONE (1) FORK-LIFT	REQUIRED FOR MOVING HEAVY ITEMS IN STORES, SHOPS, AND YARDS	7200
9-F	426	ONE (1) YARD-MARKING AND PAINT SPRAY OUTFIT	MARKING AND SPRAY OUTFIT IS REQUIRED FOR MARKING BUS PARKING ZONES	600
9-G	426	ONE (1) SANDER, 7" AND 9" DISC	REQUIRED FOR NORMAL SHOP WORK	105
9-H	444	FOUR (4) WATER HEATERS	ONE WATER HEATER IS REQUIRED FOR EACH SUB-STATION, TURK, BRYANT, DOWNTOWN AND EIGHTH AVE. THEY ARE FOR PERSONAL SANITATION AND CLEAN-UP. MAKE-SHIFT DEVICES NOW IN USE CONSTITUTE EXTREME SAFETY HAZARDS.	380
9-I	444	TEN (10) CHARGERS, STORAGE BATTERY	BATTERY CHARGERS ARE TO BE INSTALLED IN CONJUNCTION WITH HEAVY DUTY TYPE BATTERIES FOR CABLE CARS. THE COMBINATION OF THE FOREGOING WILL RESULT IN SAFER, BRIGHTER LIGHTING	2600
9-J	446	TWO (2) RADIOS, 2-WAY	RADIOS ARE REQUIRED FOR CLAIMS DEPT. AUTOMOBILE (#0015) WHICH IS NOT NOW EQUIPPED WITH TWO-WAY COMMUNICATION, AND FOR THE DIVISION SUPERINTENDENT'S NEW CAR REQUESTED	1600
9-K	456	ONE (1) AUTOMOBILE, FULLY EQUIPPED	AUTOMOBILE IS REQUIRED FOR A DIVISION SUPERINTENDENT AND REPLACES CAR TRANSFERRED TO THE SUPERVISOR OF SCHEDULES. BOTH DEPARTMENT HEADS NEED TO HAVE THEIR INDIVIDUAL AUTOMOBILES IN ORDER TO CARRY OUT THEIR FUNCTIONS PROPERLY	2000
		EQUIPMENT - TOTAL AMOUNT REQUESTED		$75166
		LESS 1961-1962 BUDGET		93849
		DECREASE IN AMOUNT REQUESTED FOR 1962-1963		$18683

H - U-124 SPECIAL SERVICE INSPECTOR (CONTINUED)

Following is a comparison of inspections made by this classification in the past four years:

Fiscal Year	No. of Inspections
1957-58	1,632
1958-59	2,069
1959-60	2,868
1960-61	4,132

B - MANAGER, ELECTRONIC DATA PROCESSING SYSTEM

This position will be required to manage the Electronic Data Processing System in the Water Department. It is planned that the department's customer service order procedures (including the issuance and later processing of turn on, shut off, inspection, read, etc., orders), all phases of customer billing, customer accounting, collections, general accounting procedures, engineering problems and many other items will be handled through the electronic data processing system.

The following is quoted from the proposal submitted by I.B.M.:

"In a very large measure the success of the electronic data processing installation outlined in this proposal will depend upon the knowledge and creative skills of the personnel charged with the responsibility of planning and programming the operation of the computer. To supervise this planning and programming effort, a position of the Data Processing Manager should be created 18 months before the proposed installation date. He should be, or be capable of becoming, a proficient programmer. He should also have, or be capable of acquiring in a reasonable time, a detailed knowledge of the work of the Commercial Division."

The foregoing quotation will apply no matter what type of data processing system is used.

This employment will be offset by corresponding reduction of employments after the data processing system is fully operational.

C - PROGRAMMER, ELECTRONIC DATA PROCESSING SYSTEM

This position will be required to act as assistant to the Data Processing Manager, to provide the necessary programming of the system, and to supervise the operation of the system.

The following is quoted from the proposal submitted by I.B.M.:

"To assist the Data Processing Manager, a position of Programmer should be established. It would be very advantageous for the programmer to have a detailed knowledge of the manual and mechanized procedures in the Accounting Department, for they will be converted to the computer after the work of the Commercial Division has been completed. It is very possible that the programmer may be required to assist in the actual operation from time to time and should therefore be capable of operating both the computer and conventional equipment."

The foregoing quotation will apply no matter what type of data processing system is used.

This employment will be offset by corresponding reduction of employments after the data processing system is fully operational.

D - B-512 GENERAL CLERK TYPIST

Due to an increasingly heavy work load basically brought about by expansion and growth of the department, it is now found that the existing clerical force at the Yard Office cannot properly perform all of its required functions within the normal working day. This office is responsible for furnishing reports and other data at specified times, particularly at the close of the monthly accounting period, in addition to the various daily reports required by other subdivisions of the department. Each of the employees is now so heavily overloaded that it is frequently necessary for the Senior and Head Clerks to perform many of the various functions in addition to their own duties, thus reducing their effectiveness in providing proper supervision, planning and training.

Recently, a Radio-Telephone communications system was installed for effective control of field operations under both routine and emergency situations. The yard net-work of this system involves a control station which services communications to 33 mobile stations mounted on maintenance trucks and other vehicles. On many occasions, radio contact is made with mobile stations of other operating divisions of the department. The volume of traffic over this net-work, and the proper logging of messages as required by the Federal Communications Commission, is such that a clerk must be assigned on an operator on a full time basis from 8 AM to 4:30 PM each working day. There are, however, occasional periods of short duration when the clerk assigned to this duty can perform minor clerical duties where intense concentration is not required.

To alleviate this situation and to provide for more efficient, accurate and timely office procedures, as well as to provide the Head and Senior Clerks with the necessary time to properly perform their basic supervisory functions, and to comply with the various requests for information and data from other divisions of the department, it is recommended that an additional B-512 General Clerk-Typist be employed on a permanent basis to perform normal clerical and typing duties, and to operate the Radio-Telephone on a full time basis with occasional minor clerical duties.

F - RECLASSIFICATION OF AN 0166.1 JUNIOR OPERATING ENGINEER TO AN 0168.1 OPERATING ENGINEER

G - C-104 JANITOR

This Division has only part-time janitorial service and it has proven inadequate in keeping the offices in the Millbrae Yard in a clean and neat condition, representative of the City of San Francisco.

The part-time work is done only in the Laboratory and Engineering Offices and nothing at all is done in the Peninsula Division Office.

A full-time Janitor, working an evening shift, could handle all three offices adequately - dusting, window washing, floor polishing, and the like.

H - 2 J-4 LABORERS

In the process of renewing a service the excavation and backfill is now done by the Assistant Serviceman, the Serviceman, or both. Under the expanded renewal program, in order to reduce straight labor costs, it is intended that normal labor work be performed by laborers who will also perform duties as pneumatic tool operators as required.

These two laborers are required to assist the servicemen requested for the service renewal program.

A - ADJUSTMENT OF SALARIES IN ACCORDANCE WITH ANNUAL SALARY STANDARDIZATION ORDINANCE

B - 1 - F102a DRAFTSMAN, CIVIL
1 - F404a ASSISTANT ENGINEER II (CIVIL)

Planning is the basis of all orderly growth, to provide the necessary tools, equipment, facilities, information, raw and finished products, to meet without waste each condition which may arise. To properly plan requires research work, digesting of records, extending past demands into the future and co-ordinating the work throughout the Department.

The present personnel in this section is insufficient to carry out the work necessary to provide adequate and economical planning in detail. The development of major projects has, of necessity, been carried on by others at a sacrifice of time needed for the work in their divisions. The requested personnel will enable this office of Resources and Planning to assume more of the work which should be done therein.

C - SANITARY ENGINEERING TECHNICIAN

The State Department of Public Health requires all new water mains and any alteration of existing mains disinfected before being placed in service. The SFWD has attempted to comply with these regulations with existing personnel, but because the employees are not skilled in this type of work it has not proven satisfactory. In order to comply with the State regulations and relieve the Professional Water Purification Engineers of nonprofessional work this employment is urgently needed.

Representatives of the State Health Department are aware of the fact that the Water Department is not adequately meeting these regulations and the continued operation of our system under these conditions will adversely effect our interstate water certification by the United States Public Health Service. The San Francisco Water Supply received an approved status for this year only on condition that continual sanitary improvements be made. It is proposed that this position be identical as the scope duties, etc, to one of the same name now set up in the California State Department of Health.

D - RECLASSIFICATION OF POSITION BY CIVIL SERVICE COMMISSION AND APPROVED BY BOARD OF SUPERVISORS 12-18-61

E - B-454 TELEPHONE OPERATOR, PART TIME

The business of the department is more and more being conducted over the telephone. The traffic load is such that the present two daytime operators are overloaded. This is particularly true during the two hours at lunch time when one operator is off duty, leaving only one operator to handle all calls, thus seriously impairing service. This position is needed on a 2-hour per day, 10-hour per week basis in order to maintain any semblance of telephone service during the lunch period.

F - U-102 ASSISTANT INVESTIGATOR, WATER DEPARTMENT

The Claims Section of the department has only two employees, 1 U100 Investigator, and 1 - U102 Assistant Investigator, insofar as investigations, reports and recommendations are concerned. In the past three years, part of the activities of this section show as follows:

	1958-59	1959-60	1960-61
No. claims filed against Dept.	137	130	165
Amount	$606,502	$384,925	$436,943
Savings on Claims processed	$330,600	$1,040,628	$281,070
No. of claims filed against others	79	78	77
Amount	14,695	7,190	7,881
Recovered on claims Processed	10,170	8,097	10,760

F - U-102 ASSISTANT INVESTIGATOR, WATER DEPARTMENT (CONTINUED)

Unfortunately, the above figures provide only a portion of the story. This section handles almost any matter pertaining to claims, prevention of hazardous conditions, safety and other phases. No tabular record has been kept of much of this work due to the crowded time schedule of the section. If the department is to be as successful in the future in handling claims and preventive work as it has been in the past, this position is mandatory. The continued savings in payment of claims and the continuance of good public relations will more than offset the salary.

The additional employment will be used not only in direct claims work but, what is more important, will be used to coordinate and follow up on seepage investigation and control. This matter of seepage control and follow up, as is well known, has not been to successfully handled. Inasmuch as claims do result, the Claims Section is the proper spot in which to centralize the investigations and follow up.

This increase is not due to the normal business increases, but is due to the factors outlined herein.

G - U - 122 CONSUMER'S SERVICEMAN

This position is requested for night service until midnight. The calls include turn ons (where service has been discontinued for non-payment, etc.), no water breaks in house lines where immediate help in shutting off service is needed, and other calls which cannot be held until the next business day. Being a public utility, there are a number of such calls. The PG&E and PT&T provide such service. Unfortunately, after 5:00 P.M., the Gateman, the only emergency man on duty, must answer. More than once the Gateman has been out on such calls when a real emergency, i.e. a main break, etc., has occurred. Prudent utility operation dictates the establishment of this position.

H - U-124 SPECIAL SERVICE INSPECTOR

For the past few years the department has had to request temporary funds to employ a man in the above classification to handle the increased work load of poor supply complaints and related work and, during the summer months, has employed a second temporary man to handle the overload during that period.

The necessity for this additional employment is further dictated by the Departmental policy of renewing services or installing increased size services and meters not only where poor supply complaints call for such action but also, as necessary, whenever a new main is installed replacing an inadequate or obsolete main and, as time and manpower permit, whenever street reconstruction or resurfacing takes place.

FORM 4150

C CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

Department, Board or Commission PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT

Index Number 745

FISCAL YEAR 1962 - 63

Sheet Number 4

B - BOND FUND EMPLOYMENTS - 59 POSITIONS

With the start of the construction program of the 1961 Municipal Water System Bond Fund, it will be necessary to hire additional personnel in the office and in the field. The following list of positions are requested for the fiscal year 1962 - 1963.

Salary Ordinance Section 73.1 - Accounting and Financial

1	B309	Key Punch Operator	$341-415	$4,194

Salary Ordinance Section 73.3 - S.F.W.D. Engineering

1	F100	Junior Draftsman	405-493	4,980
2	F102a	Drafteman, Civil	493-599	12,132
3	F104a	Senior Draftsman, Civil	543-660	20,034
1	F122	Senior Architectural Drafteman	644-782	7,920

Salary Ordinance Section 73.3.1 - S.F.W.D. Engineering

1	F404a	Asst. Engineer I, Civil	613-745	7,542
1	F404a	Asst. Engineer I, Civil (for 3 months)	613-745	1,839
1	F404b	Asst. Engineer I, Mech.	613-745	7,542
1	F406a	Asst. Engineer II, Civil	745-905	9,162
1	F406a	Asst. Engineer II, Civil (for 3 months)	745-905	2,235
1	F406b	Asst. Engineer II, Mech	745-905	9,162
1	F410a	Engineer, Civil	905-1099	11,130
1	F412a	Senior Engineer, Civil	1022-1242	12,570

Salary Ordinance Section 76 - S.F.W.D. Construction Employments Outside San Francisco

2	Engineer Asst. - Construction (for 3 months)	$1192	$7,152
2	Inspectors	644	15,456
10	Inspectors (for 3 months)	644	19,320
1	Senior Inspector	745	8,940
4	Surveyor's Field Asst.	570	27,360
1	Surveyor's Field Asst. (for 2 months)	570	1,140
2	Instrumentmen	660	15,840
1	Instrumentman (for 2 months)	660	1,320
2	Chief of Party	728	17,472
1	Chief of Party (for 2 months)	728	1,456
2	Junior Engineers	644	15,456
2	Junior Engineers (for 2 months)	644	3,864
2	Asst. Engineer I	745	17,880
2	Asst. Engineer II	905	21,720
1	Engineer	1099	13,188
2	Senior Draftsmen	660	15,840
2	Draftsmen	599	14,376
1	Draftsman, Junior	493	5,916
1	Office Assistant	341	4,092
2	Soils Lab. Aids (for 3 months)	450	2,700

C - OVERTIME - $25,000

These funds are necessary for payment to salaried employees who are called out at night, weekends and on days off to perform emergency work, to investigate reports of trouble and to protect City property. Examples of the type of work which require overtime are:

For continuous operation of pump stations.
Emergency relief at Crystal Spring pumps.
Work in connection with harvesting the walnut crop.
Emergency overtime in connection with operations of the fluoridation plants.
Shut offs, turn ons, at other than normal work hours.
Night posting of cash when regular night posters fail to report.
Overtime necessary for annual inventory work.
Investigation of complaints after regular work hours.
Tour of duty of Alameda properties on week ends.
Patrolling grounds during hunting and fishing season.
Preparation of engineering data necessary for various reports which requires overtime to meet deadlines.
Inspection of contract work at other than regular working hours.
Preparation of payrolls in order to meed deadline on certain pay days.
Sterilizing emergency breaks in off hours when mains are being repaired.
Work such as preparation of annual budget where legal deadlines must be met.

D - OVERTIME - CONSTRUCTION - $9,400

These funds are required for overtime in connection with capital improvements (R & R's, A & B's, bond fund). This work is financed completely from capital improvement and bond fund appropriations.

E - HOLIDAY - $13,726

Monthly employees in the following classifications who are required to work on days that are specified as holidays in the Annual Salary Standardization Ordinance are paid from this appropriation:

PURIFICATION

L-130 Water Chemist
U-127 Water Service Inspector
P-519 Junior Water Purification Engineer

AGRICULTURE

V-30 Asst. Superintendent

WATER SALES

B-222 General Clerk
B-228 Senior Clerk
B-234 Bond Clerk
B-454 Telephone Operator
U-100 Investigator Water Dept.
U-122 Consumer's Serviceman
U-125 Boatman Ship and Docks

PENINSULA

B-4 Accountant
B-454 Telephone Operator
C-152 Watchmen
0166.1 Jr. Operating Engineer
0168.1 Operating Engineer
U-130 Reservoir Keeper
U-212 Ranger
U-227 Gen. Maintenance Foreman
U-228 Motorman, Country

ALAMEDA

B-400 Gen. Clerk-Stenographer
U-130 Reservoir Keeper
U-212 Ranger
U-227 Gen. Maintenance Foreman
U-228 Motorman, Country

B - U-112 CAULKER

U-114 MAIN PIPE FOREMAN

With the normal wear and tear of passing years and the laying of new mains and improvements in the system, there is an ever increasing demand for proper maintenance. This includes repair and replacement of gate and air valves, relocation of hydrants, raising and lowering of gate boxes and adjustment of mains due to reconstruction and resurfacing of streets. During the past year the requirements of "9y" have increased our normal work load; also, requirements of the State Board of Health have made it necessary that certain existing blow-off connections on mains be converted from sewer to surface which likewise has added to the work-load. In addition, in order to maintain an efficient and operationally sound pipe system, it became necessary to adopt a program of inspection and repair of the valves in the distribution system; this program alone, since it must be carried out on a continuous day-to-day, year-to-year basis, has added the requirement for a complete main pipe crew.

C - U-116 SERVICEMAN (ONE)

Of the approximately 155,000 services presently in use, about three-fourths consist of lead or galvanized pipe; they are badly decomposed or rusted, are seriously tuberculated and thus do not meet minimum delivery requirements, and are badly in need of replacement. Additionally, leak records reveal that a total of over 8,000 of these services have had two or more repairs during the past seven years. With the ever increasing costs of labor, materials and paving, it has been found that it is no longer economical to "clamp" leaks since once a service starts leaking and is repaired it will invariably leak again in some other place within a relatively short period of time.

In view of these conditions, a program of renewal of services was recently established which has resulted in the renewal of 3,694 during the past fiscal year. Considering the total number requiring renewal, this is just barely scratching the surface, but is the approximate maximum that can be renewed with existing forces.

It is worthy of note that the installation of a new pipe results in increased delivery to the consumer with a corresponding increase in department revenue. It has been estimated that the increased revenue alone, on the average, will amortize the service renewal cost in 14 to 15 years.

Since there is presently a back-log of almost 1,000 services to be renewed, and since this renewal program is to be stepped-up, and since the department is commited by policy to provide adequate service to its consumers, it is mandatory that additional personnel and equipment be provided to carry on this work on a larger scale.

D - U-116 SERVICEMAN (ONE)

The locating of leaks, both main and service, by means of a leak detector has proven its value many times over through avoiding the necessity of digging many prospect holes through the pavement to locate the leak. Likewise, on many occasions, the timely location of a source of seepage into private property has prevented liability on the part of the department for damage thereto, which has resulted in a saving of an incalculable sum of money in damage claims.

Additionally, the requirement for locating mains and services in connection with street reconstruction and marking their location on the surface of the pavement has become an ever increasing task.

It has been impossible to keep up with the work-load and there is an increasing back-log, especially in seepage complaints, which is resulting in public dissatisfaction and the grave possibility of increased claims and law suits.

F - U-120 GATEMAN

Because of an ever increasing volume of work and lost time due to sickness or injury, there is a continual shortage of Gatemen which results in delays in shutting down mains for repair of leaks and breaks, for response to 2nd and greater alarm fires, and for performing the initial investigation of various field complaints, all of which produces a serious effect on the performance of planned work. This situation also results in excessive overtime and tends to raise field costs because of unusual delays.

Shortage of Gatemen has also resulted in the curtailment of the Gate Inspection Program - a program which is an absolute necessity in order to insure that gates which control the water supply are in proper working order and that gate books and records are kept current and accurate.

It is therefore recommended that one (1) additional Gateman be employed on a permanent basis to provide for full time continuation of the Gate Inspection Program, for more efficient operation within the field forces and to reduce excessive costs.

G - 2 J-4 LABORERS

Two additional J-4 Laborers are necessary to create another work crew. The facilities in the division are gradually deteriorating due to insufficient personnel to carry out a proper preventive maintenance program.

H - O-1 CHAUFFEUR

The Alameda Division uses and operates regularly the following pieces of equipment listed in use:

1. No. 3812 equipped with winch and A Frame - loading material.
2. No. 4813 a gang truck - also used as tow vehicle for tilt bed trailer to haul equipment.
3. No. 4814 gang truck equipped with winch and A Frame for heavy hoisting jobs.
4. No. 4850 six yard dump truck - earth moving.
5. No. 4860 heavy duty chlorine transport - 68,000# GVW Diesel transport.
6. No. 4817 15 ft. contractor's dump flat rack truck for hauling material.
7. No. 5819 bulldozer tractor for earth moving - No. 85820 tractor loader - earth moving.

The above equipment, some or all of which are used daily, call for the use of qualified O-1 Chauffeurs for their operation. In the past we have made do by using certain of our J-4 Laborers who are also qualified to operate this equipment and who work against "intermittant as needed" requesitions from Limited Tenure lists. This has enabled us to operate our equipment in accordance with Civil Service rules and regulations, but each man day so diverted has cut into our already inadequate maintenance and operations J-4 forces.

FORM 4160

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962 - 63

Department, Board or Commission PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT — Index Number 745 — Sheet Number 6

A - J-4 LABORERS - $24,200

Temporary wages are required for vacation and sick relief and seasonal work. Seasonal help is needed for delayed maintenance and repairs to properties including brush clearing around reservoir sites. Overtime is required for emergency repairs to mains and services, and for installation where service cannot be interrupted during normal working hours, and for other emergency work to avoid property damage or liability claims. Standby time is requested for payment to employees who are on calls in emergencies.

B - O-1 CHAUFFEUR $5,500

Temporary wages are required for vacation and sick relief and for seasonal work. Overtime is required to haul materials and supplies to Main Pipe and Service Crews engaged in overtime operations. Seasonal help is required for extra work anticipated in connection with the service renewal program and for clean-up and hauling of materials and supplies on night emergency jobs.

C - O-152 ENGINEER OF HOISTING AND PORTABLE ENGINES - $1,627

Temporary wages are required for vacation and sick relief. Overtime required to operate hoists, pay loaders and other equipment in conjunction with crews working overtime.

D - U-108 COMPRESSOR OPERATOR - $6,181

Emergency overtime necessary to cut pavement for crews engaged in overtime operations, and temporary wages for sick and vacation relief.

E - U-112 PIPE CAULKER - $25,410

Overtime required for emergency repairs to mains, and for installations where service cannot be interrupted during normal working hours, and other emergency work to avoid liability claims of property damage. Temporary wages are required for vacation and sick relief. Additional funds are requested in order to pay standby time in this class.

F - U-114 MAIN PIPE FOREMAN - $21,945

Overtime required for emergency repairs to mains and for installations where service cannot be interrupted during normal working hours, and other emergency work to avoid liability claims or property damage. Temporary wages are required for vacation and sick relief.

G - U-116 - SERVICEMAN -$34,631

Overtime is required for emergency repairs necessary to maintain services to consumers, avoid damage to property and install piping in streets at other than normal work hours to avoid disrupting flow of traffic. Temporary wages are required for sick and vacation relief. In addition a U116 Serviceman is required to standby at home during all off duty hours for emergencies.

H - U-118 SERVICEMAN'S ASSISTANT - $19,602

Overtime is required for emergency repairs necessary to maintain service to consumers, avoid damage to property, and install piping in streets where normal working hour work would disrupt traffic or tend to cause accidents. Temporary wages are required for sick and vacation relief. In addition U118 Serviceman's Assistant is required to standby at home during all off duty hours for emergencies.

I - U-120 GATEMAN - $51,061

Reason: For established operational procedure, extra shifts are required 24 hours a day, seven days a week for investigation of consumers complaints, investigation of leaks, turn-ons shut-offs and related duties. Overtime is required for operation of gate valves under emergency conditions involving main breaks and service leaks, and for other planned work where service cannot be interrupted during normal working hours, and for response to 2nd and greater alarm fires where regulation of water may be required by the Fire Department. In addition temporary wages are required for vacation and sick relief.

J - U-136 GENERAL FOREMAN, SERVICES AND METERS - $3,286

Required to provide supervision over emergency main and service repairs in order to maintain service to consumers and for supervision of large installations where important mains are put out of service temporarily thus affecting the distribution of water to districts and to consumers.

K - J-66 GARAGEMAN - $3,306

Emergency service to trucks and equipment which are working off hours such as tires, batteries, tow truck, etc. In addition premium time of 15% paid for hours worked servicing equipment between 5 and 7 A.M.

L - M-54 AUTO MACHINIST - $15,875

Emergency service to trucks and equipment such as leak pumps, night lights, compressors which are engaged in emergency overtime. Temporary wages are required for heavy work-load and sick and vacation relief.

M - M252 MACHINIST'S HELPER - $502

Overtime required when assisting machinists who are working emergency overtime.

N - M-254 - $3,910

Overtime is for emergency service and repairs to main pumps located in pump stations. Services to main and service departments on breaks and leaks such as lagging pipe, repairing gate valves, etc. Temporary wages are required for vacation and sick relief.

O - U-113 PIPE WELDER - $1,679

Emergency work in conjunction with main department on steel mains welding or repairing leaks, breaks, etc.

E - HOLIDAY - $13,726 (CONTINUED)

CITY DISTRIBUTION
B-222 General Clerk
B-228 Senior Clerk
B-234 Head Clerk
B-512 General Clerk-Typist
F-202 Inspector of Public Works Construction
0166.1 Jr. Operating Engineer
0168.1 Operating Engineer
U-136 General Foreman Service and Meters
U-140 General Foreman Main Pipes

In addition to the above classes other classes may be required to work in emergencies.

A - EXTENDED WORK WEEK - $34,499

Class		Division	Number of Positions	Overtime Rate	Number of Days	Amount
M454	Telephone Operator	5	1	$28.74	52	$1,494
C52	Elevator Operator	5	1	26.04	52	1,354
L130	Water Chemist	3	1	41.48	26	1,078
01	Chauffeur	1	1	41.48	52	2,157
U125	Horseman	7	2	38.50	52	4,004
U130	Reservoir Keeper	8	1	34.97	52	1,818
U130	Reservoir Keeper	10	4	34.97	52	7,272
U130	Reservoir Keeper	11	2	34.97	52	3,636
U212	Ranger	10	3	30.96	52	4,830
U212	Ranger	11	2	30.96	52	3,220
Total for position approved 1961-62						$30,863
1962-63 Additions						
U130	Reservor Keeper	10	2	34.97	52	3,636

The 1962-63 increase is for two positions reclassified from a J4 Laborer to U130 Reservoir Keeper. These reclassifications were approved by the Board of Supervisors on a six day week but because of an oversight, funds for the six day week were not included in the 1961-62 budget.

B - TEMPORARY SALARIES - $65,000

In addition to the permanent salaried personnel, temporary employees must be hired for proper operation fo the department. These employees are used for sick and vacation relief, seasonal work, operation of Irvington pumps in the winter and inspection of construction projects that are in progress. Estimated requirements are as follows:

Vacation Relief

In many of the operations of the department it is essential that employees on vacation be replaced by temporary personnel.

Sick Relief

Employees on sick leave with pay must be replaced and funds for the replacement personnel must come from temporary salaries.

Seasonal Work

There is certain work that is seasonal in nature and consequently requires additional temporary employments. Among this type of work

B - TEMPORARY SALARIES - $65,000 (CONTINUED)

Seasonal Work (Continued)

are rewriting and addressographing field master sheets, meter count for annual report, balancing and listing consumer's deposits, handling overload of complaints in the summer, closing the books and issuing annual statements, changing personnel accounts each year as to changes in salaries, special reports that are required for rate study or legislative bodies, preparation of leases, preparation of data from field reports, surveillance of properties during summer and hunting seasons, preparation of annual budget, annual closing of records, annual inventory, etc.

Emergency Appointments

When an employee on other than an entrance position is off with pay, or where there is a vacant position in a higher classification and an employee in a lower class is given an emergency appointment, his replacement must come from temporary salaries.

Operation of the Irvington Pumps

This pumping must be done when water is available which is usually between January and June of each year, and must be done in order to secure the water for our customers and in order to maintain our rights for water produced from the Sunol filter beds.

Machine Shop Temporary Employments

The work load in the meter shop has become so heavy that it has been necessary to hire a temporary M-256 Meter Repairman full time in order to re-condition meters brought in so that they may be used again.

C - 120 TEMPORARY SALARIES - CONSTRUCTION - $44,000

To provide for Public Works Inspectors and other classification required for inspection of contracts for main extensions and replacements and other contracts on Water Works facilities. Also to provide temporary employments that might be required in connection with the construction program of 1961 Municipal Water System Bond Fund. This appropriation is completely financed from the reconstruction and replacement appropriations, the addition and betterment appropriations, and the bond fund appropriations.

D - A - 154 CARPENTER - $2,983

Temporary wages are required for vacation and sick relief and seasonal work. Seasonal help is needed to reduce the heavy workload of maintenance and construction involving fences, buildings, meter pits, barricades, runways, and storm damage. Occasional overtime is required for emergency repair of various properties because of storm damage, vandalism and etc., and for work which must be performed during other than normal working hours because of unusual circumstances or conditions.

E - A-354 PAINTER - $6,249

Because of no permanent employment in this class, an extremely large amount of painting of building and fences has been back-logged.

FORM 4890

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962 - 63

Department, Board or Commission PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT — Index Number 745 — Sheet Number 8

A - U-230 MAINTENANCE FOREMAN - $2,355

Vacation, sick relief and seasonal. Supervising the cleaning up of watershed, such as cleaning out fallen trees and branches from creek channels to prevent erosion and eliminate fire hazards, digging out weed roots around lake shores, shoring up sections at the Crystal Springs-San Andreas Aquoduct, rebuilding sections of the telephone system, building check dams. This Foreman would head the crew of temporary Laborers requested for seasonal work.
Overtime: Overtime necessary for emergency repairs of leaks and breaks and routing work that must be done at night or on weekends because of inability to shut down consumers during normal work day. In addition the Maintenance Foreman stand a tour of duty on weekends or holidays.

B - A-154 CARPENTER - $257

The above temporary employment is needed for repair work on the trestles supporting the Bay Division Pipelines from Newark Gate House to Dumbarton Gate House. The heavy work load in other repairs in maintenance precludes having the permanent A-154 Carpenter do this work.

C - A-354 - PAINTER - $7,475

There are no permanent employees in this class in the Alameda Division. This temporary employment is necessary both to protect the many buildings and appurtenances in the division, and to allow these structures to present a credible appearance to the public.

D - J-4 LABORER - $13,548

Temporary employments together with a U-230 Maintenance Foreman, a permanent J-4 Laborer and an A-154 Carpenter are required for maintenance and repair of trestles supporting the Bay Division Pipe Lines. This temporary crew is required for this work each year.

Overtime to assist the Reservoir Keepers and the Rangers in patrolling the property during deer season. This work is generally performed in the early morning and late afternoon. Their presence helps prevent indiscriminate shooting around the structures and minimizes damages to fences, etc.

Overtime must also be paid during the year on routine jobs where work must be performed at other than the regular working hours to properly maintain the operation of the division.

E - O-1 CHAUFFEUR - $8,085

An O-1 Chauffeur is required to haul chlorine to the various stations. O-1 Chauffeurs are required to operate the various pieces of equipment such as tractor, winch truck, tractor loader, etc.

F - O-152 ENGINEER OF HOISTING AND PORTABLE ENGINES - $1,554

A temporary employment is required in this class for operating the motor grader, to put existing roads in shape, maintain the levees, clear the pipeline right of way and construct needed fire access roads.

G - U-230 MAINTENANCE FOREMAN - $191

Overtime is required in this class in order to complete jobs after regular working hours, assist in water regulation and emergencies.

H - WAGES BY DIVISIONS

Division	Total Wages	WAGES IN OTHER APPROPRIATIONS 216	217	746	747	W.O.	Net Wages
Agriculture	$ 14,421	$	$	$	$	$	14,421
City Distributor	1,253,362			169,500	107,860		976,002
Machine Shop	157,784	53,922	76,362	2,500	5,000	20,000	- 0 -
Peninsula	485,718	32,632		1,000	19,300		432,786
Alameda	118,985			500	200		118,285
	$2,030,270	$86,554	$76,362	$173,500	$132,360	$20,000	$1,541,494

I - CONTRACTUAL SERVICES

Unless otherwise noted the amount requested is based on expenditures for 1960-1961 with an allowance of an annual increase of 3%.

J - LOCAL FARES - $3,400

Average expenditures in this O.E. for the past four years is $3,844.

K - USE OF EMPLOYEES' CARS - $500

Reimbursement to employees are required to use their own car when no city car is available.

L - STORAGE AND CARE OF VEHICLES - $3,288

Garage Storage - 13 cars @ $20.00 per month $3,120, 1 car @ $14.00 per month $168.00.

M - TRAVEL EXPENSE - $4,535

Routine Travel - $750. Expenses of employees who are required to travel and remain out of town on routine duties in connection with the operations of the department.
Official Travel - $3,785

Expenses in connection with attendance at the following conferences and meetings.

Description	Number of Representatives	Date of Meeting	Place	Amount
National American Water Works Association	4	May 1962	Kansas City	$1,000
Calif.AWWA Fall Meeting	5	Oct.1962	Santa Monica	625
Calif.AWWA Spring Meeting	3	Apr.1963	Palm Springs	300
AWWA Executive Committee	2	To be announced		150
Board of Directors AWWA	1	Jan 1963	New York	60
National Ass.of Corrosion Engineers	1	Oct.1962	San Diego	150
Cal Municipal Utilities Ass.	3	To be announced		450
Feather River Association	2	To be announced		100
Cal Farm Bureau Federation	1	Nov.1962	San Diego	150

Continued on next page

A - A-155 CRIBBER - $3,599
Intermittant work as needed
Funds are required to pay employees who are assigned to cribbing on leaks when and if they occur.

B - A-354 PAINTER - $4,708
Overtime is necessary to perform work in building where work in normal work week would disrupt routine. Seasonal work is required for proper maintenance of buildings and structures.

C - A-404 PLUMBER - $746
From the nature of the duties occasional overtime is required because of leaks, breaks and maintenance plumbing work which cannot be completed in normal work day or which occurs on weekends or holidays. In addition the plumber is used on routine shutdowns and turnons of transmission mains normally done at night. Temporary wages are required for vacation and sick relief.

D - E-150 LINEMAN'S HELPER - $1,718
E-154 LINEMAN - $1,603
E-160 FOREMAN LINEMAN -$1,142
The telephone system is in need of maintenance that cannot be performed by the permanent personnel in those classes. In order that the system can be brought up to the best operating condition it will require a temporary crew working approximately sixty days during the year.
Occasional overtime is needed in these classes on maintenance that cannot be completed in the normal work day. It is the practice not to leave the system out of service over night or on weekends due to the importance of the system to the operation of the division. This crew also maintains the radio system and does some work on light plants.

E - J-4 LABORER - $26,552
Each year after the winter storms there is a substantial amount of clean up such as fallen trees, branches, removal of slides, restoring culverts, cutting of brush, erosion control, removal of weeds, replacing of fence posts and restringing of wire. In addition summer is the busy season for fire guarding around structures and on water shed. Additional crews are needed for this work as it is beyond the capacity of permanent crews.
Overtime is required for one Laborer on yard duty Saturday, Sundays and Holidays, one Laborer patrolling every Saturday, relief for Rangers and Reservoir Keepers, and emergency overtime in connection with repair of leaks, breaks, etc.
Additional temporary wages are required for vacation and sick relief.

F - J-66 GARAGEMAN - $660
Occasional overtime is necessary when a garageman is sent out to make repairs (tire changes, etc.) in the field. One garageman works a swing shift and is paid 10% premium time. Temporary wages are required for vacation and sick relief.

G - M-54 AUTO MACHINIST - $2,750
One Auto Machinist acts as foreman and is on a standby basis, taking a car home so as to be available in emergencies. As foreman he arrives early to lay out the work. For the above he receives one hour overtime each work day. He is frequently called out to man leak pumps, light plants, blowers and compressors on leaks, breaks, shutdowns and turnons and also to maintain kohler light plants. Occasional overtime is also necessary in repairing equipment, trucks or passenger cars in the field. Temporary wages are required for vacation and sick relief.

R - O-1 CHAUFFEUR - $734
Occasional overtime is necessary on leaks and breaks and breakdown at equipment in field. Some overtime is necessary on routine jobs that can only be done at night or on weekends due to traffic conditions or inability to shut down consumer during high demand periods. The chauffeur drives truck hauling excavated wet muck from leaks, hauls back dry backfill, black top, barricades, pumps hoses, etc. Temporary wages are required for vacation and sick relief.

I - O-57 TREE TOPPER - $1,322
Intermittant as needed. In felling trees laborer classification does not cover man climb to top of tree to trim before falling, fastening guy lines, etc. This requisition allows for payment of scale and permits this work.

J - O-152 ENGINEER OF HOISTING AND PORTABLE ENGINES - $1,155
Overtime: A nominal amount of overtime is necessary to operate heavy equipment in emergencies when chauffeurs are not available or equipment is beyond scope of chauffeurs' duties.
Military Leave: The engineer is a member of the Naval Reserve and is called for duty two weeks each year.

In addition temporary wages are required for vacation and sick relief.

K - U-113 PIPE WELDER - $799
Overtime: Occasional overtime is necessary to make repairs on leaks and breaks on transmission lines and making connections when work must be done at night or weekends when it is not possible to shut down a consumer during normal work hours.
Temporary Wages: Required for vacation and sick relief.

L - U-116 SERVICEMAN - $2,022

U-118 SERVICEMAN'S ASSISTANT - $1,386
The Serviceman and Assistant are used on shut downs and turn ons for repairs and routine shut downs for new connections which are usually made at night or on weekends. Temporary wages are required for vacation and sick relief.

M - U-120 GATEMAN - $2,324
Overtime for Gateman is necessary to shut down and drain, turn on and fill transmission mains when necessary due to emergency repairs on leaks and breaks and for routine connections which must be done at night or weekends. In addition, the Gateman stands a weekend or holiday tour of duty, alternating with three maintenance Foremen, the General Maintenance Foreman, the Meterman Country and the Assistant Superintendent. Temporary wages are required for vacation and sick relief.

Form 6253

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission PUBLIC UTILITIES COMMISSION - SAN FRANCISCO WATER DEPARTMENT — Index Number 745 — Sheet Number 10

A - LEAK SURVEY - $15,000

The results of the leak survey covering 95 miles of mains which was financed by a 1960-61 appropriation were very satisfactory and the survey proved to be most beneficial to the Department. About 50 leaks were repaired and about one million gallons per day of leakage was eliminated. In addition to conserving this waste water, the hazard of possible damage and resulting claims from this source is eliminated. There are over 1100 miles of distribution mains in the city and ninety percent remain to be surveyed.

B - MISCELLANEOUS CONTRACTUAL SERVICES - $20,000

Under Section 752 of the Public Works Code, the San Francisco Water Department is required, when properly notified by the Department of Works, to remove or adjust or to pay for the removal or adjustment of any of its facilities that might interfere with any public work that has been authorized by the Board of Supervisors of the City and County of San Francisco or to compensate the Department for extra expense of its contractors to work around Water Department facilities.

C - MAINTENANCE OF AUTOMOTIVE EQUIPMENT - $100,310

This appropriation covers the cost of maintaining the fleet of the San Francisco Water Department's automobiles and trucks and has three elements of cost, wages, contractual services and material and supplies. The major portion in the increase in this appropriation is a result of increasing the crew by a J-66 Garageman and an A-364 Car and Auto Painter.

D - INSTALLATION OF BLOWING DEVICES - $3,668

Crankcase blow-by devices return crankcase ventilated discharges back to the engine for recycling. The State Law requires mandatory installation on December 31, of the year following State approval of two or more devices. Installation is now on a voluntary basis as only one device, manufactured by AC Spark Plug Company, has been approved, however, the Bay Area Air Pollution Control District is making a concentrated effort to have all governmental vehicles equipped with this device. All passenger cars and trucks now being purchased will be equipped with these devices where units are presently available.

E - LIGHT, HEAT AND POWER - $337,150

The amount requested is for pumping operations necessary to insure delivery of sufficient water to San Francisco. The principal pumping units are Crystal Springs, Alameny, Pleasanton and Irvington. Additional expenditures are necessary for seventeen pumping stations in San Francisco and for lighting of various buildings.

F - CARE AND SUBSISTENCE OF PERSONS - $1,250

This appropriation is used whenever there is a payment for meals. With the negotiations for water contracts continually going on additional funds will be required for expenses of meetings with prospective wholesale customers of water. A number of conferences is proposed to provide the Commission and members of the Utilities staff occasions to meet with officials and representatives of the various cities, counties, organizations and press of the Water Department's Service Area in connection with matters of mutual interest and concern.

O - BOND SALE EXPENSE - $10,000

Expense of printing and legal examination of an estimated sale of $15,000,000 of 1961 Municipal Water System Bonds in 1962-63

H - MATERIAL AND SUPPLIES - $490,950

Unless otherwise noted request is based on 1960-1961 expenditures with an allowance of an increase of 3%.

I - DRUGS, CHEMICAL & GASES - $160,000

CHLORINE - $76,830

The chlorine requirements are based on the anticipated flows from our source supplies with the necessary dosage for slime control, plus the requirements for disinfection of water withdrawn from our Peninsula Reservoirs and our City Distribution Reservoirs where chlorine stations operate.

COPPER SULPHATE - $8,000

Copper sulphate is based on a reduced anticipated usage and no increase in price.

LIME - $29,000

The lime for the Rock River Plant is based on the anticipated flows from this source of supply and a $1.00 per ton price increase over the 1961-62 contract price due to increased cost of trucking and labor.

FLUORIDE - $52,200

Fluoride is based on anticipated flows and a $.042 price increase.

ALUM - $12,700

The alum requirements are based on the purchases during the 1957-58 season less 50% as the rainfall during this season was abnormally high. No price increase.

HYPOCHLORITE - $1,200

Used for small stations and main sterilization.

MISCELLANEOUS LABORATORY CHEMICALS - $1,300

Based on 1960-61 expenditure of $1,166.00 for bacteriological media, reagent chemicals, etc.

J - COMPENSATION INSURANCE - $10,135

The appropriation provides funds for medical expense for employees who are hurt in industrial accidents. Of total cost of $18,000, $1,745 is paid from Reconstruction and Replacement and $1,120 from Additions & Betterments.

K - INJURIES AND DAMAGES - $25,000

Funds necessary to pay for injury and damage claims against the San Francisco Water Department are paid from this appropriation.

L - FIDELITY INSURANCE - $1,000

Premium on Fidelity insurance covering (a) 55 neighborhood locations that collect water bills and (b) fidelity insurance on employees of the San Francisco Water Department.

F 5

M - TRAVEL EXPENSE - $4,535 (CONTINUED)
Membership in the above organizations are authorized by B/S Ord. 353-59 with the exception of Feather River Association which is authorized by B/S Resolution No. 17913.

A - TRANSPORTATIONS TO REGULAR ASSIGNMENTS OUT OF TOWN - $4,500
Five years average in this appropriation is $4,424.

B - MAINTENANCE AND REPAIR OF BUILDINGS - $13,750
(a) For painting and cleaning part of the interior and repairs other than routine to 425 Mason Street building. This is a continuation of our program of making all needed repairs to our building and continuing good maintenance practices. Paint in various parts of the building has been washed until there is very little left, in others it will not wash clean and in others it has pealed badly

(b) Accouetical ceiling treatment in Resources and Planning offices - Mason Street Bldg. This is one of the few remaining offices not having such treatment and, without it, has a high noise level which in particularly disturbing.

(c) Exterior cleaning and painting of east and south faces of Mason Street Building and flag poles on roof. It will be six years since the exterior of the building has been touched. In order to prevent weathering and deterioration, this work should be done without further delay.

(d) Repair of floorings in Peninsula Division cottages.

C - MAINTENANCE & REPAIR OF STREETS - $105,000
Due to planned increases in the Service Renewal and the Reconstruction and Replacement Programs, it is anticipated that over-all paving costs of this Division will materially increase. In view of expansion of these programs and the fact that basic costs are increasing from year to year, it is recommended that the paving item be increased $20,000 over and above presently projected paving costs.

D - MAINTENANCE AND REPAIR OF OPERATIVE PROPERTY $76,362
The amount requested here is offset by a reduction in wages and is for wages of the employees of the machine shop who work on maintenance of operative property.

E - MAINTENANCE OF RADIO SYSTEM - $2,476
This is a budget transfer to the Department of Electricity for the maintenance of that portion of the radio system that is located in San Francisco.

F - SERVICES OF REPRODUCTION BUREAU - $500
This is a budget transfer to the purchaser and is for the services of the reproduction bureau. Request is based on experience and was the recommendation of the purchaser.

G - TELEPHONE AND TELEGRAPH - $34,500
Increased business has resulted in increase usage of the telephone. Estimated cost of facilities now in service plus the additional services required in 1962-1963 $32,000.00
(a) Telephone in communication building in Milbrae
$ 5.50 x 12 66.00

G - TELEPHONE AND TELEGRAPH - $34,500 (CONTINUED)
(b) Telephone in Lime Treatment Plant $5.00 x 12 $60.00
(c) Leased wire between Milbrae & San Francisco 79.10 x 12 949.20
(d) Miscellaneous Additions 300.00

H - TELEPHONE & TELEGRAPH - NON RECURRING - $215
(a) Installation charge on (a) above 20.00
(b) Installation charge on (b) above 25.00
(c) Installation charge on (c) above 20.00
(d) Miscellaneous changes in existing system that will be required during fiscal year 150.00

I - PRINTING ADVERTISING ETC. - $3,926
Cost of printing pamphlets

J - SCAVENGER SERVICE - $300
Miscellaneous scavenger service not covered under the budget transfer to purchaser.

K - SCAVENGER SERVICES $1,500
WINDOW WASHING SERVICE 1,400
TELEPHONE DIRECTORY 192
All of the above are budget transfers to the Purchasing Department and request is based on current awards plus an allowance for estimated increases.

L - RENTAL OF OFFICE MACHINERY - $15,000
IBM machines were recently installed at 425 Mason Street and went into operation on July 1, 1961. It is now planned to place additional procedures which will result in an increase in the monthly rental.

M - RENTAL OF CONSTRUCTION EQUIPMENT $1,000
Recent experience with field construction and maintenance projects has pointed up the limitations of equipment presently organic to this division because of which it has been necessary to avail ourselves of the services of drayage firms possessing equipment capable of transporting and lifting materials beyond our capabilities. In order to make available a source of funds for transporting and lifting heavy materials such as large gates and pipe assemblies, it is recommended that $1,000 be added to the budget for this purpose.

N - PROFESSIONAL SERVICES - $10,000
Professional services required for services of U.S.G.S. for stream gaugings on Alameda Creek system, including percolation calculations, as required by Alameda County Water District Agreement, special investigations on large claims, unforseen damage to Water Department facilities requiring professional service not otherwise available, or other professional aid on operating problems of a specialized nature.

A - CONVERSION TO ELECTRONIC DATA PROCESSING - $106,456

This appropriation will be used to provide:

(1) Temporary Funds $45,000 *
To augment the staff with temporary employments while permanent staff members are working on the change-over which involves the conversion of "Master Cards", the setting up of customer service order procedures, and the conversion of customer billing and accounting to IBM cards.

(2) Rental of IBM Equipment 4,500
Key punches, etc., required for above.

(3) Remodeling and wiring second floor, Mason St. to provide Data Processing Room 13,000

(4) Material and Supplies 15,000
IBM cards required during transition.

(5) Miscellaneous, Education and Training 7,500
Other costs not included in the above including costs in connection with educational training of staff.

(6) Temporary Funds - $21,456
In 1962-63 one 810 Accountant III and two 8234 Read Clerks will be assigned full time to the programming team in the City Hall planning and programming for the conversion to electronic data processing. Temporary funds will be required for their replacements.

* The original estimate for conversion costs during 1962-63 was $75,000. This estimate contemplated the services, as required, of the present machine operators (other than key punch operators) in the Accounting Division during the conversion. It is now apparent that these operators have their hands full. Accordingly, an additional $10,000 is being set up to provide for up to two temporary machine operators during conversion and to assist the Manager and Programmer.

B - 1 BOOKCASE - $200

1 Bookcase to replace existing bookcase which is approximately 50 years old. Original equipment purchased in 1930.

C - 17 CHAIRS - $1,410

Funds are requested for the replacement of the following chairs:

2 - Steel Swivel Chairs - $160 to replace posture chairs No. 66-283 and 66-284 purchased 25 years ago and now in poor condition. They are presently used by clerks at desks, therefore the change to standard swivel chairs. Valuation Report - page 218. Original equipment purchased in 1937.

1 - Chair - $50 for Sunol office replacing chair purchased in 1937.

12 - Chairs - $1,000. Final step in the program of replacing old office furniture in accounting division. Original equipment purchased in 1937.

2 - Chairs - $200

The existing chairs are in poor condition and are beyond further economical repair. The new chairs are desired to go with and match the requested replacement desks. Note: Listed in line 7, page 219, 1958 PVR. Original equipment purchased in 1937.

D - 19 DESKS - $5,354

Funds are requested for the replacement of the following desks:

1 Desk - $225. This small desk will replace a wooden table with center drawer, decal No. 66-479, which was purchased years ago and has outlived its usefulness. Valuation Report - page 233, item 27. Original equipment purchased in 1930.

2 Steel Desks - $500. To replace old wooden desks No.66-5788 and one without decal. These were purchased some years ago, are dilapidated and splintered, snagging clothing and stockings. Collection Division. Valuation Report - Page 221, item 26. Original equipment purchased in 1937 and 1939.

2 Desks - $500. The present wooden desks are in very poor condition and beyond further economical repair. These desks are used by the General Foreman, Services & Meters and his assistant. Note: Listed in line 26, page 221, 1958 PVR. Original equipment purchased in 1930.

1 Desk - $350. The desk in the Assistant Manager's office is obsolete and shabby. It is designed for two persons and has no space for laying out maps and drawings when discussing them with visitors.
1958 Property Valuation Report: Page 221 - Line 26.
Original equipment purchased in 1937.

12 Desks - $3,500. Final step in program of replacing old office furniture in accounting division. Original equipment purchased in 1937.

1 Desk - steel grey - approximately $279.
Original equipment purchased in 1937.

E - 11 FILING AND STORAGE CABINETS - $1,047

1 - Solid walnut cabinet - $95. Replace 1 wood table, not numbered, not identifiable in 1958 Property Valuation. This table was acquired from Spring Valley Water Company in 1930 and no longer fulfills its purpose. The new cabinet is to be used in office of the General Manager's Secretary. Original equipment purchased in 1937.

3 - Steel filing cabinets, $540. To replace 3 oak, four drawer, legal size files, numbers missing. May be listed as a part of 10th item from top of Page No. 225 in the 1958 Property Valuation. Oak files are more than 30 years old, in poor condition, limited capacity for floor space occupied, requested files will provide over 35% more filing space and occupy 4% less floor space.
The capacity of the existing files will be insufficient before the new files could be received under normal procedure. Original equipment purchased in 1937.

1 - 5-tray cabinet together with equipment necessary to complete a filing system (cards, holders, signals, etcetera.) $412. This file is urgently needed because of constantly increasing volume of work which cannot be efficiently taken care of with present inadequate and obsolete filing system. Original equipment purchased in 1937.

A - AUTOMOBILE INSURANCE - $16,960
Premium on automobile insurance for vehicles of San Francisco Water Department.

B - FIRE INSURANCE - $5,000
Premium for fire insurance on properties under the jurisdiction of the San Francisco Water Department. Increase premium cost is contemplated for 1962-63.

C - OTHER INSURANCE - $15,300
This appropriation covers the premium on bodily injury and property damage, comprehensive glass policy, burglary and robbery insurance.

D - COMMISSION COLLECTIONS - $20,500
Commissions paid to neighborhood agencies which collect water bills at various locations in the city.

E - ASSESSMENTS - $48,000
Cost of assessments of properties of the San Francisco Water Department. Estimated expenditures are based on current experience.

F - MEMBERSHIP DUES - $295

American Water Works Association	$25
Seismological Society of the University of California	10
Stockmens Protective Association, Livermore	10
National Association of Corrosion Engineers	100
San Francisco Committee on Corrosion	25
California Farm Bureau Federation	25
Bay Counties Water Problems Committee	25
Feather River Project Association	25
San Francisco Bay Area Water Users Association	50

Membership in the above organizations is authorized by Board of Supervisors' Ordinance 353-59 and Board of Supervisors' Resolution No. 17913.

G - FEES - LICENSES AND PERMITS - $8,900
This appropriation is for payment of street opening permits to the Department of Public Works and any other fees, licenses and permits that are necessary for the operation of San Francisco Water Department.

H - RETIREMENT ALLOWANCE - $218,562

Permanent Salaries - Gross		$ 2,475,849
Overtime		25,000
Overtime Construction		9,409
Holiday Pay		13,726
Extended Work Week		37,860
Permanent Wages - Gross		1,714,442
Wages Gardeners		94,116
		$4,370,393
Retirement Rate		5.8
		253,483
Less Retirement in R & R	15,878	
Retirement in A & B	19,043	
	$218,562	

I - SOCIAL SECURITY - $79,775
507 employees at $174 $ 88,218
Total cost of $88,218 is reduced by $4,925 included in Reconstruction and Replacement and $3,518 included in Additions and Betterments.

J - HEALTH SERVICE - $17,518
San Francisco Water Department's share of the administrative cost of the Health Service System in accordance with the Charter, as per request from Health Service. Total cost is $20,686. $1,810 is included in Reconstruction and Replacement and $1,358 is included in Additions and Betterments.

K - TAXES - $980,000
Real Estate taxes of the various counties and political sub-divisions in which San Francisco Water Department property is located.

L - RENTS - REAL PROPERTY - $4,510

State of California	
Office and Warehouse Space, Ferry Building	$1,200
Privilege to run water mains on Waterfront	3,000
Southern Pacific Co.	
Mocho Station	20
Verona Station	120
Renderson	30
Dumbarton Bridge cables	5
Pole Line Rentals	115
Other	20

M - SERVICES OF CONTROLLER - $4,600
These funds are for the cost of the annual audit of the books by Certified Public Accountants.

N - SERVICES OF PURCHASER - $11,944
Salary of 2 storekeepers and 1 general storekeeper at Bryant Street Yard.

B-352 Storekeeper	8 at $425 - 4 at $447	$5,188
B-354 General Storekeeper	12 at $530	6,360
		$11,548
Estimated Overtime		75
Holiday Pay (October 12, November 11, February 12, Election Day) 4 at $26.66, 4 at $29.44, 4 at $36.72		321
		$11,944

O - SERVICES OF PUBLIC UTILITIES COMMISSION - $109,289
This appropriation is to pay the San Francisco Water Department's share of expenses of the Public Utilities Commission. See detail in budget of Public Utilities Commission.

A - 2 ELECTRIC TYPEWRITERS $975

Funds are requested for replacement of the following typewriters

One electric typewriter - $450. Reason for Replacement: the present typewritor is 6 years old and repairs are becoming increasingly necessary and costly to keep it in shape so that it functions to a moderate degree of satisfactlon. It falls far, far short of meeting the ever pressing demands of the large volume of work to be typed relating to the office of the Manager of the Peninsula Divlsion.

The type and character of the work load is such that an electric typewriter would not only expedits matters, but would increase the efficiency of the clerk-stenographer to a marked degree in her endeavor to discharge the extremely heavy and exacting work load in a manner that would reflect credit on this office as well as the entire San Francisco Water Department.

In many instances two runs have to be made by certain letters and reports, such as the Annual Report, Budget, San Mateo and Santa Clara County Assessment Reports, Etc. As not more than about five legible copies can be made on the present typewriter. At times, as many as 10 to 14 copies must be made. With an electric typewriter, these reports would have to be typed only once, saving time and complaints due to copies not being legibls.

1958 Property Valuation Report: Page 234, Line 23. Orlginal equipment purchased in 1958.

1 - Electric Typewriter, $525. This will replace a machine purchased in 1949, which has had heavy use in stencil work and multiple copy work. All Engineering contracts and specifications are prepared in this department and many of the stencils, with minor changes, are used several times, thus resulting in a considerable saving in time and materials. However, the worn keys are now cutting the stencils to the extent that they are not adaptable to correction and re-use and the age of the machine does not warrant the cost of overhaul.

Replaces Typewriter, Electromatic, 16" pica type, special keyboard, Model B31, Serial No. 11046459, Sheet 234, line 32, Original equipment purchased in 1947.

B - PHOTOGRAPHIC TRIPOD WITH HOOD AND DOLLY - $100

To replace the existing wooden tripod of Spring Valley orlgin which is beyond repair.

Original equipment purchased in 1930.

C - TWELVE PLATINUM DISHES: - $700

Platinum ware in use is inadequate for the quantity and quality of analyses currently performed. In addition, the physical condition is such that replacement should be made. The present dishes have been in use over 25 years. The five platinum dishes now owned are of various sizes and weights and will be turned in on this purchase.

1958 Valuation Reference : Page 208, Line 2.

Original equipment purchased in 1940.

D - ONE PHOTOMICROGRAPHIC EQUIPMENT(ATTACHMENTS WITH COMBINATION BACK): $550

The present equipment was purchased over 25 years ago and does not produce the quality of work modern equipment is designed to perform.

1958 Valuation Reference: Page 207, Line 10, #42-14-44-11.

Original equipment purchased in 1940.

E - ONE CHEMICAL STORAGE CABINET FURNITURE (3 UNITS INTEGRATED): $950

The three present storage cabinets are h wounds and have been in use for over 25 years and should be replaced with more modern functional types. This is in keeping with our bacteriological laboratory modernization.

1958 Valuation Ref. None Found. Original equipment purchased in 1937.

F - ONE SERO UTILITY BATH: - $165

The present bath is almost completely corroded and must be replaced. It has been in use over 25 years and was completely depreciated 15 years ago..

1958 Valuation Reference: Page 207, Line 7. Orlginal equipment purchased in 1937.

G - ONE HOT PLATE - $110

Present hot plate has been repaired several times and after over 25 years service it is not economical to attempt to repair it further.

1958 Valuation Reference: Page 207, Line 14.

Original equipment purchased in 1937.

H - ONE LABORATORY AUTOCLAVE: - $6,000

Present autoclave is leaking steam around the ground seal door and attempts at repair have been unsuccessful. After almost daily use in sterilization of bacteriological media for eleven years this item should be replaced. In addition to this problem of old age the needs of the laboratory have outgrown the capacity of this unit.

1958 Valuation Reference: Page 207, Line 3 #0712-01067.

Original equipment purchased in 1950.

I - ONE BALANCE, LABORATORY: - $575

It is planned to replace two antiquated balances with a new Mettler balance which will do the work of both of these balances. Attempts have been made to overhaul these balances but the balance repairmen state that both units are hopeless and cannot be overhauled to provide the accuracy required.

1958 Valuation Reference: Balance #1, 207 Line 5, Balance #2, No Reference. Orlginal equipment purchased in 1937.

J - SPADER, - $450

Present equipment is old and has had heavy use. It is now worn out and no longer operates efficiently. Replacement air hose and points as listed are also needed: 1 flat pick, 12 mall points.

1958 equipment Index #379, Table LXT, Page 268, line #1.

Original equipment purchased in 1949.

E - FILING AND STORAGE CABINET - $1,847 (CONTINUED)

Two (2) Filing Cabinets, bill size, metal, $356. The existing cabinet is in poor condition and does not provide sufficient space for the filing of current, pending and completed work orders and pertinent material tags, authorities for expenditure and various other memoranda regarding field operations, both construction and maintenance, handled by the General Foreman, Main Pipes, in the the Yard Office.

Note: Listed on line 14, page 224, 1958 PVR. Original equipment purchased in 1937.

One (1) Filing Cabinet, metal, 8 x 5, double section, 7-drawer - $280. The present file cabinet in the office of the General Foreman, Main Pipes, is an extremely old four section cabinet of small capacity and is in very poor condition. Replacement with the larger section cabinet is needed to provide adequate space for filing water sample reports and pending and work completed tags involving the gate inspection and blow-off conversion programs.

Note: Listed on line 3, page 224, 1958 PVR. Original equipment purchased in 1937.

Two - (2) Filing Cabinet, legal size, metal, $290. These two file cabinets in the Yard Office and in use by the General Foreman are in poor condition and need replacing in order to file and protect various records and memoranda.

Note: Listed on line 2, page 224, 1958 PVR. Original equipment purchased in 1937.

One (1) Filing Cabinet, legal size, with lock $161. The existing metal cabinet is extremely old, is in very poor condition, the drawers bind and can be opened and closed only with extreme exertion, and is beyond repair. This file cabinet is used in the Yard Office by the General Foreman for filing of important records and papers. A lock type cabinet is desired to prevent loss and scrutiny by unauthorized personnel.

Note: Listed on page 223, line unknown, 1958 PVR. Original equipment purchased in 1937.

A - EIGHT (8) DAZOR FLUORESCENT DESK LAMPS - $275

To replace existing desk lights in Engineering Division office in Millbrae that are damaged or broken and are not economical to repair. Original equipment purchased in 1937.

B - NINE (9) STOOLS - $370

Funds are requested for the replacement of the following stools:

One low Metal Stool, adjustable - $50.00. To replace wooden stool, decal No. 66-861, inherited from Spring Valley. Valuation Report - Page 233, Item 15). Original equipment purchased in 1937.

Eight (8) Draftsmens' Stools, Steel frame $320 to replace four broken or damaged stools in Millbrae and 4 @ 425 Mason Street (3 of the latter are of Spring Valley Water Co. origin). Original equipment purchased in 1937.

C - 6 ADDING MACHINES - $2,300

Funds are requested for replacement of the following adding machines.

1 Adding Machine - $500. To replace Sundstrant No. 5010119 purchased in 1947. This machine is not giving good service and the cost of a shop overhaul is not warranted due to its obsolescence. Valuation Report - page 214, item 1. Original equipment purchased in 1947.

2 Electric Adding Machines - $1,000. To replace Monroe No. 101433, purchased in 1950 and Allen-Wales No. 11E-199167 purchased in 1948. Both are in need of extensive overhaul, not included in the maintenance agreement, and which are not warranted due to the age of the machines. Valuation Report - page 213, item 11; page 212, item 1. Original equipment purchased in 1950.

2 Adding Machines - $700. Replacing two machines purchased in 1939. These machines are constantly in need of maintenance. It is difficult to get replacement parts and as a result the machines are tied up for long periods of time. Burroughs #A 290568, Remington Rand 93N 158268. Original equipment purchased in 1939.

1 Calculator, recording - $600. The present machine used in the Yard Office does not work properly, is constantly going out of adjustment and is beyond further economical repair. Maintenance people who have worked on this machine have recommended that it be turned in on a new machine since the multiplication and division sections cannot be relied on to turn out accurate figures. Sundstrand, Soriel No. 1070715-10140. Original Equipment purchased in 1930.

D - 1 - CALCULATOR - $950

This is to replace a Friden Calculator in room 411 purchased in 1948 which has had heavy use, is now requiring frequent repairs and its accuracy is becoming questionable.

Replaces Friden Calculator Seriel No. 5T10-197480 Sheet 217, line 16. Original Equipment purchased in 1949.

E - TYPEWRITER - WIDE PLATEN - $350.

Replace Remington 20" Carriage. Replace with: Olympia 19" Carriage, Sonatorial Type, No. 74, Menual Typewriter.

Old typewriter badly worn, improperly maintained over the years. Is not capable of cutting mimeograph stencils or making legible carbon copies.

Subject Replacement: Will inter-mix with other office typewriter (which has 13" platin), using same type face, but with wider carriage...for use on time rolls and other necessary wide platen work.

Trade in: Remington 20" Carriage. 1958 Property Valuation Page 235; Table LVI. Original equipment purchased in 1947.

A - TAMPER - $400
Present equipment worn out. Worn condition of bit lock and tamper shoe dangerous to personnel. Trade in old tamper.
1958 Property Valuation - Page 282, Table LXI, Line 12.
Original equipment purchased in 1949.

B - TWO LIGHTS, PORTABLE WITH GENERATOR - $550
Replace with: Two (2) Light Plant, portable, gas driven, 1500 w, single phase, 120v, at $275 each.
The present light plants are worn out and beyond economical repair. Replacement is needed to provide the means for illuminating work areas under night emergency conditions.
Note: Listed on line 16, page 275, 1958 PVR.
Original equipment purchased in 1937.

C - ONE STEERING ASSEMBLY - $400
Replace with: One Power Steering Assembly. A power steering unit is required on the Krane Tractor in order to increase its efficiency and provide for safe operation when used under heavy load conditions. As presently equipped, the steering mechanism is unsafe and more positive control under load conditions is a necessity to prevent accidents and personal injury.
Note: Listed on line 12, page 264, 1958 PVR.
Original equipment purchased in 1947.

D - ONE SET PIPE TAPS 1/8" X 2" $75 - U.S. PIPE THREAD
Needed for necessary emergency pipe work at Sunol. Old sets (inherited from Spring Valley Company) not complete.
Replace old, broken set: Table LVII, Page 251, June 1958 PVR.
Original equipment purchased in 1937.

E - ONE TRACTOR - $23,000
Reason for replacement: This replacement request was made in the 1961-62 budget and was denied. In the 1960-61 budget, a request for $2,500 to replace badly worn tracks, idlers, sprockets, track rollers, end grouser plates was also denied. Late in 1960 the new track chains were purchased on a regular requisition and the old grouser plates were assembled to same. After two additional years of use, this tractor with its worn parts, previously mentioned, plus badly worn transmission, final drive, engine and one yard loaderbucket, is now in bad condition and should be replaced or thousands of dollars will be required to rebuild it.
Replacing: 3FWD International #5744 Crawler Tractor, Year model 1951, Tractor model TD9, Engine #TDCBM 36221, Serial #TDCB 4473L.
Note: Listed on line 7, page 264, 1958 PVR.
Original equipment purchased in 1952.

F - ONE SUCTION SWEEPER - $125
Reason for replacement: The reflection pool at Pulgas is frequently in need of cleaningdas todust blowing, juveniles throwing dirt clods, papers, gravel and various kinds of debris. Occasionally we are also plagued with drowned mice, dead birds and drowned rats.
Our method of cleaning is to drain the pool, put in a crew of men to sweep and refill. This is a three day job and as a result the cleaning isn't done as often as it should be.
Some 20 years ago a vacuum sweeper was purchased to do the job but it was too small, the parts have been lost and we propose to replace it with a modern, properly sized sweeper.
1958 Property Valuation Report: Page 282, Table LXI, Line 8.
Original equipment purchased in 1942.

G - ONE HEATER - $95
Reason for replacement: This heater is needed in the warehouse office. At the present time we are using two heaters to warm up the office. In the winter the old ones are inadequate and are a fire hazard.
1958 Property Valuation Report: Home-made, not in inventory.
Original equipment purchased in 1930.

H - EIGHTEEN TANK, AIR RECEIVER - $3,870
Replace with: Eighteen Tank, Air Receiver, ASME Standard, at $215 each.
These tanks are required to replace existing tanks on truck mounted 60 cfm compressors which are home-made and are not built according to the ASME code. Because of their non-standard quality, the department was recently refused a permit to operate these tanks by the Bureau of Building Inspection and the State Division of Industrial Safety.
Note: These tanks are not listed in the 1958 PVR as separate units.
Original equipment purchased in 1937.

I - TEN CLASS A AUTOMOBILES - $20,250
Funds are requested for the replacement of the following automobiles:

One Automobile - $2,300.
Reason for replacement: Under the seven year or 70,000 mile replacement plan, this 1957 automobile has reached 73,000 miles as of November, 1961.
Replacing: 3FWD CHEV #1712, Year model 1957, Engine #A570167899, Serial #A570167899, License #E 104034.
1958 Property Valuation Report: Page 263, Table LIX, Line 6.

One Automobile - $2,200.
Reason for replacement: Under the seven year or 70,000 mile replacement plan, this 1957 Model automobile has reached 75,000 miles as of November, 1961.
Replacing: 3FWD CHEV #1701, Year model 1957, Engine #A570135397, Serial #A570135397, License E 97946.
1958 Property Valuation Report: Page 259, Table LIX, Line 11.

One Automobile - $2,200.
Reason for replacement: This replacement request was denied in the 1961 - 62 budget.
Under the seven year or 70,000 mile plan, this 1953 automobile is now eight years old and has reached 71,000 miles as of November, 1961.
Replacing: 3FWD CHEV #1708, Year model 1953, Engine #LAA1129871, Serial #A 5309 73115, License #E 57465.
1958 Property Valuation Report: Page 262.

One Automobile - $2,200.
Reason for replacement: Under the seven year or 70,000 mile replacement plan, this 1957 model automobile has reached 85,000 miles as of November, 1961.
Replacing: 3FWD CHEV #1705, Year model 1957, Engine #A 570168411, Serial #A570168411, License #E 102536.
1958 Property Valuation Report: Page 261, Table LIX, Line 16.

A - 1 ELECTRIC WELDER - $1,300

Our present 300 AMP Hobart portable arc welder has been in constant service since December 1950, being used in field work as well as for fabrication in shop.

This eleven year old gasoline engine driven unit, now being well worn and unreliable, should be replaced by a new modern arc welder.

Replacing: Mobart Model GL 318P - 300 AMP. Serial #3DW819
Engine - Chrysler Industrial Type 5A-318
Serial #54784

1958 Property Valuation Report: Page 252 - Table LVII - Line 10.

Original equipment purchased in 1950.

B - 6 PUMPS - $1,575

Funds are requested for the replacement of the following pumps:

One pump - $400. The present Westco 1 1/4" pump and Century 1 1/2 HP electric motor have been in service thirty years, supplying San Andreas Cottage and grounds with water.

Due to the increased planted area and added fire hydrants, this location should have a larger and more modern pumping system.

Replacing: Wesco 1 1/4" Pump, Serial #BR615 - 84460-BF
Century 1 1/2 HP Motor, Serial F 7423

1958 Property Valuation Report: Page 279 - Table LX1 - Line 6

Original equipment purchased in 1937.

Two 3" Portable Self-priming pumps - $650. In December 1948, the present 3" Marlow pumps were purchased and have been in constant service for the past thirteen (13) years. At the present time they are badly worn and should be replaced.

Replacing: Marlow Model 23A2, Serial #42596, Engine Wisconsin Model AKS, Serial 1169129. Marlow Model 23A2, Serial #42521 Engine Wisconsin Model AKS, #1169118

1958 Property Valuation Report: Page 278, Table LX1, Line 10.

Original equipment purchased in 1937.

Three Pumps, - $525

The present pumps are completely worn out and beyond economical repair. Replacement is needed to provide the means of removing water from excavations when repairing leaks and making pipe connections. Romelite Nos. 333588, 311882, 315987.

Note: #333588 is listed on line 18, page 277, 1958 PVR.
#311882 and 315987 are listed on line 1, page 278, 1958 PVR.

Original Equipment purchased in 1950-51.

C - AIR COMPRESSOR FOR SHOP - $625

Replace existing compressor. The existing air compressor at Sunol is old, badly worn, and undersized. It is powered by a single phase 3/4 H.P. Motor and apparently can supply approximately 2 c.f.m. With the recent addition in Sunol of newer equipment with larger tires, the paint spraying equipment and rechargeable fire extinguishers, the present equipment is inadequate, over thirteen years old, one hundred per cent depreciated.

Trade in: Gardner-Denver Compressor, Serial #86040
Page 267, Table LXi, 1958 Property Valuation.

Original equipment purchased in 1941.

D - ONE SANDER, $90

The present sander used in the Auto Body Shop is completely worn out and can no longer be depended upon to turn out a "finished job".

Note: Listed on line 8, page 249, 1958 PVR.

Original equipment purchased in 1952.

E - ONE MOTOR-GENERATOR, $800

The present motor-generator on the electric welder is worn out and in urgent need of replacement. This generator is 40 years old and was acquired from the original Metch Hetchy construction equipment.

Note: Listed on line 9, page 252, 1958 PVR

Original equipment purchased in 1937.

F - RADIAL ARM SAW - $850

Replace 24" Cutt-off Saw (Jack Shaft Powered). Equipment is needed for efficient operation of the carpenter shop at Sunol. No table saw available. The old saw no longer can be used since the equipment (truck) used to power this item is no longer owned by the Department. The Radial Arm Saw can be used for forming fence post tops; re-claiming salvaged lumber and resizing, as well as for the regular accepted uses of a table saw. It is also adaptable to use as a moulder.

The requested equipment meets Divisional requirements of adaptability. The above equipment has been requested in both the 1959-1960, and the 1961-1962 Budget Requests.

Trade in: Old Radial cut-off saw (not listed in 1958 Inventory).

Original equipment purchased in 1930.

G - ONE SCREW PLATE, 1/4" x 1" - $90

Replace broken and incomplete set in Sunol shops (now over 30 years old).

June 1958 Property Evaluation, Table LVII, Page 251.

Original equipment purchased in 1937.

M - ONE THREADING MACHINE - $1,050

Reason for purchase: Our present Toledo Model 9403 motor driven pipe threading machine purchased in 1938 at a cost of $406 was written off inventory in 1958, and at present has had over twenty-three years of operation. This machine is used by the plumber and helper, two servicemen and assistant servicemen, automachinists, etc. constantly, and is now so badly worn that it operates inaccurately.

This machine, which has been obsolete for some years, presents a maintenance problem as the machine and motor parts are not immediately available and quite often threading must be done with hand dies.

1958 Property Valuation Report: Page 248, Table LVII, Line 12.

Original equipment purchased in 1938.

I - TWO HAND TRUCKS - $150

Reason for replacement: Old trucks have been repaired several times and are now beyond repair.

1958 Property Valuation Report: Page 283, Table LX 1 - Line 4

Original equipment purchased in 1937.

C - SIX TRUCKS - $34,200 (CONTINUED)

One truck, Medium duty with towing winch and service body - $7,500. Reason for replacement: This replacement request was denied in the 1961-62 budget, and at present this 1954 model pick-up truck is in very worn condition.

As our equipment is getting into heavier capacities, we must have proper facilities for shop towing and for lifting heavy equipment parts when repairs are made in the field.

This present truck has reached 70,000 miles of operation as of November 1, 1961

Replacing: SFWD Dodge #3723 - Shop, Year Model 1954, Engine #T 138-2333, Serial #B6014117, License E 57556.

1958 Property Valuation Report: Page 262.

One truck - $2,100. Light pickup. Reason for replacement: This replacement request was denied in the 1961-62 budget.

This light pickup truck is now well worn and as of November 1961 has 111,000 miles of operation.

Replacing: SFWD Ford #2715, Year model 1956, Engine #F10D6R 41132, Serial #F10D6R 41132, License # E 95416.

1958 Property Valuation Report: Page 261.

A - ONE HORSE- $700

The Calaveras Ranger patrols, twice each week, areas which cannot be reached except on horseback.

The present City-owned horse has become old, lame, and unsafe to trust to the above task.

Requested replacement (previously budgeted) was lost due to inability of both the Purchasing Department and the Alameda Division personnel to find adequate replacement within the funds allowed. The ranger has been using his own horse for these patrols but now wishes to dispose of this animal.

A horse is necessary to patrol these otherwise inaccessible areas. It is necessary that the horse be trail-wise, sure-footed, and even-tempered since the Ranger covers far-flung regions, miles away from either communications or assistance should accident or unexpected emergency occur. 1958 Property Valuation - Page 254, Table LVIII.

Original equipment purchased in 1948.

B - POWER LAWN EDGER - $90

Replace Hand Mower.

Justification: The extensive lawns at the Alameda Division Headquarters are reasonably well taken care of with the Toro 24" lawn mower purchased in 1959, however, the edges of these lawns cannot be trimmed with the large mower because of "scalping." This has forced us to use the old hand-powered mower for cutting close to the edges of the lawns. Slow and inefficient, this hand method of edging consumes nearly as much time as is required for mowing the entire (approximately) one acre of lawns.

The above equipment meets Divisional standards of adaptability.

Replace Hand Mower - Not on 1958 Property Valuation. Original equipment purchased in 1937.

C - ONE LAWN MOWER - $30

18" hand operated. Reason for replacement: This present mower has been in service for the past four (4) years, and is badly worn.

Replacing: Dille & McGuire Mower, Model Turflite, Size 18" 1958 Property Valuation Report: Page 274 - Table LXI-Line 21. Original equipment purchased in 1937.

D - FOUR LAWN TRIMMER - $96

Replace with: Four (4) Lawn Trimmer, Pennsylvania, 6" blade, ball-bearing, at $24 each.

The present lawn trimmers used by our Gardener force throughout our many landscaped properties are worn out, are beyond further economical repair and are badly in need of replacement. The acquisition of these new trimmers would enable the Gardeners to do a faster and neater job and enhance the beauty of the landscaped areas open to the public eye.

Note: These items are not listed in the 1958 P.V.R.

Original equipment purchased in 1937.

E - ONE FIRE ALARM - $200.00.

The present Fire Alarm Tapper and Bell System located in the Yard Office is obsolete and requires audible perception for determining alarm data. This type of equipment is no longer used by the Fire Dept. due to its basically being fraught with the human error element. The chance of error in the Yard Office is exceptionally high since clerks who are performing their routine office duties are expected to pick up this Fire Alarm data.

In order to eliminate the element of human error and to provide the means for permanent recording and the furnishing of errorless data for use in conjunction with existing 2-way radio equipment in dispatching Gateman to the scene of multiple alarm fires where regulation of water may be required, a Fire Alarm Recording Register is an urgent necessity.

Original equipment purchased in 1937.

F - SIX WOOD CHAIRS WITH ST ARMS - $100.00

For additional seating in women's lounge on roof required because of greater number of women using the lounge at rest periods and lunch time. To match existing furniture.

G - ONE - SET RAILROAD CURVES, WITH 6" TANGENTS CONSISTING OF 17 CURVES FROM 1" RADIUS TO 17" IN WOOD CASE. DIETRICK-POST CO. NO. 1575 - $25.00

One proportional divider 10" size. Dietrick-Post Co. No. 980 - $25.00

The equipment in Items 1 and 2 is needed for the office to carry on the work. It has been necessary to borrow this type of equipment when needed, thereby disrupting the work of others.

I - TEN CLASS A AUTOMOBILES - $20,250 (CONTINUED)

Five Automobiles - $9,250.00. Replacing the following:

Car No.	Make	Year Model	Present Mileage	Annual Mileage	Mileage 10/1/62	Driver
1401	Ford	1955	61287	10142	71429	Baldwin
1406	"	"	57861	11449	69310	Hanrahan
1413	"	"	52481	4126	56607	Landau
1418	Chev.	1953	55767	9205	64972	Novello
1422	Ford	1955	51985	8700	60685	Oneo

(Valuation Report - page 257, item 7; page 258, item 2; page 259, item 17; page 261, item 11 and 27).

One 4-door Standard Sedan with Conelrad Radio and Heator Defroster: $2,100.00. Car No. 1202 has gone over 69,000 miles as of October 6, 1961 and is in need of replacement having been turned over and also because of hard usage.
1958 Valuation Reference: Page 259.
Original equipment purchased in 1957.

A - TWO CLASS B AUTOMOBILES - $6,500

One Class B Automobile- $3,000. Present Model, 1957 Buick Special Sedan, #1802 used by Superintendent, mileage at this time 97,000 miles. Replace with: Class B Executive Car. Equipped with radio, heater, defroster, back-up lights, automatic transmission, foam rubber seats, spotlight, seat belts.
Justification: Buick #1802, used by Superintendent, Alameda Division, has had hard useage, a great deal of which has been over unimproved, unpaved roads in the Division. Present equipment has been expensive to operate and maintain. Servicing and repairs have deprived us of valuable time needed for proper pursuit of duties. Mileage justifies replacement on the basis that this mileage over the roads and country traversed indicate incipient danger to the passengers from sudden break down due to metal fatigue or wear.
Replace 1957 Buick Sedan. 1958 Property Valuation, Page 258, Table LIX.

One Automobile - Class "B" - $3,500. Replace 1956 Buick Special 4-door Sedan, Serial #4-C2042979, Engine #1770636h, License No. E 86864.
Mileage on the car is now over 72,000 miles and it will reach 85,000 by the time replacement can be made.

B - ONE CLASS D AUTOMOBILE - $7,500

Replace 1 Cadillac automobile, Dept. No. 1, Model 57-6029, 1957, Motor No. 5760022772, Serial No. E-96284 with new 1962 Cadillac, model corresponding to existing automobile.
Delivery date of existing Cadillac was January 1, 1957. It is a 4 door, Fleetwood sedan with 72,340 miles on it as of October 8, 1961. Mileage averages over 15,000 per year, by the date delivery could be made on new Cadillac mileage will be over 87,000

C - SIX TRUCKS - $34,200

Funds are requested for the following trucks.

One Truck, dump, 25,000 GVW - $8,100. This truck was originally purchased with a V-8 passenger car engine and has always been underpowered. While this truck has gone but 40,000 miles, it is now going on 14 years old, is completely worn out and is no longer economical to repair or operate.
As a replacement, a dump truck is desired on which will be installed the 120 cfm compressor from the old truck in order to provide a unit with means for removal of excess street debris when service and main trenches are cut. This new truck will also have provision for carrying "cut-back" for placement over cut portions of the street so as to leave the street in a clean and safe condition thereby reducing complaints and liability to a minimum. Ford 8,1½ ton,1948,motor #88RT2323l(chassis only), SFWD #3525 (old #75). Note: Listed on line 5, page 260, 1958 PVR.

Dodge, 1-Ton Power Wagon, 1954 (#3812) $3,500. Equipped with winch. Replace with: 1-ton Pick-up with front mounted winch and trolley mounted winch over body.
This equipment is used to transport meters, valves, and other heavy appurtenances to and from jobs within the Division. The trolley crane is used to lift these heavy elements into the truck for transportation. Equipment is used secondarily as transportation for employees detailed to housekeeping details on the main transmission lines and structures in the Division.
1958 Property Valuation. Page 261: Table LIX, Line 4.

One truck, four wheel drive with pickup body - $3,500.
Reason for replacement: This vehicle is used by the Patrolman in the Sawyer Camp Area and along the Crystal Springs-San Andreas Canal. During wet weather it is impossible to get sufficient traction in the off road trails along the canal, or through fields to reach the canal.
A small four wheel drive truck would be most suitable for this type of patrolling. The present 1954 truck has 70,000 miles of operation as of November 1961.
Replacing: SFWD CHEV #2716, Year model 1954, Engine #01764[illegible] Serial #H55000 4654, License #E 57566.
1958 Property Valuation Report: Page 261 - Table LIX -Line 32.

One truck, Four wheel drive, Telephone service body, Aerial ladder, Winch - complete with all required safety features - $9,500.
Reason for replacement: This small telephone service truck, purchased in 1957, has now reached 102,000 miles of operation as of November 1961. Its present condition is very poor and does not warrant rebuilding as the type vehicle suited for all telephone and power line maintenance jobs.
On many occasions we have borrowed, when available, an aerial ladder truck from outside sources for the purpose of making repairs or cleaning out tree branches from lines. Quite often we must borrow a jeep to reach locations on lines that cannot be reached by conventional type trucks. When installing poles we must have a second truck with crane to lift and set poles into the holes.
Replacing: SFWD Ford #2717, Year model 1957, Engine & serial #F10J7R 13387, License E 96631. 1958 Property Valuation Report: Page 262.

A - TWO HAND DRILL, ELECTRIC, ¼", at $55 each. - $ 110

These drills are needed to properly equip our two meter repair trucks involved in repairing meters in the field. This drilling work is now done by means of hand powered drills which is a slow, costly and tedious process, especially, when drilling through hard and thick metals.

One Hand Drill, electric, 3/8" chuck - $75. The Carpenter Shop is not presently equipped with an electric hand drill capable of drilling the larger size holes needed in the many phases of construction and maintenance performed by the personnel of this shop. At present, drilling is done by means of a hand brace which is slow, tedious and costly in man-hours. An electric hand drill is needed to speed-up this type of work with a resultant saving in costs.

B - TWO PIPE CUTTERS,WHEELER HYDRAULIC, FOR CUTTING 4" to 12" C.I. PIPE AT $625 EACH. - $1,250.

A pipe cutter of this type was recently purchased and has proven highly successful as a time savor and for making clean cuts and, consequently, has reduced field costs by substantial amounts. In view of this experience and to effect further reduction of field costs, all of our heavy construction and maintenance crews should be equipped with this device.

The sum requested above is calculated on a basis of purchase of two each, including necessary attachments, of the two sizes in which this cutter is manufactured.

C - ONE GATE OPERATING MACHINE - $2,100.

Manual operation of gate valves is a tedious, time consuming and costly operation. When gates must be operated to regulate the flow of water time is of the essence in order to reduce field costs and to minimize consumer complaints and lawsuits brought about through excessive "shutdown" time.

D - ONE POWER SCREW-DRIVER, AIR DRIVEN - $195

This air powered screw-driver is needed in the Meter Shop to expedite the assembly and disassembly of meters.

E - ONE ROLATAPE, MODEL 415 - $66

This ground distance measuring device is required by the Pipe Locator Operator, the Junior Engineer and other workmen who are required to lay-off or take ground distances of our mains, valves and various appurtenances. On many occasions, these employees work in the field alone and the taking of measurements under such circumstances with a 50 foot cloth tape is highly impractical and susceptible to error.

F - TWO IMPACT WRENCHES - $630.

These wrenches are needed in the Meter Shop to expedite the assembly and disassembly of meters.

G - ONE ELECTRIC VALVE - $135

This valve is needed on the test bench in the Meter Shop to provide a more accurate means of controlling the flow of water used in the testing and calibrating of water meters.

H - ONE ACCO WELDING UNIT- OXYGEN AND ACETYLENE - NOT TO - $110

Reason for purchase: In the 1961-1962 budget we requested two sets of welding units and the money was allowed but our error was made when compiling the figures of the approved equipment to allow one at $220.00 instead of two units at $110 each.

We are still in need for the second unit for our meter service work.

I - ONE VACUUM PRESSURE PUMP WITH AEROSOL FILTER HOLDER: $130

Since the resumption of nuclear testing we have been requested to institute an air sampling program for the detection of radioactive contamination. As part of the national network we are currently participating in this program with a borrowed unit and in the event of an emergency the unit would not be available.

Two pumps - $450. Self-priming centrifugal 2" capacity. Reason for purchase: Due to the increased pipe line services and repairs, we are in need of additional small pumps.

One Pump 2" Booster type $350. Reason for purchase: This small, high pressure Booster Pump is needed to deliver water from our tank trucks for the purpose of watering planted areas on high slopes, bare cuts in banks where road widening has occurred, flushing of mud and silt off streets after pipe line repairs, and for fire emergencies.

J - ONE JUNIOR CAR & TRUCK BODY KIT, PORTO-POWER, MODEL AA-17.- $115

This kit is needed in the auto body shop to facilitate the straightening of doors and hard to get at body parts. This type of work is now done by hand with makeshift tools which take too much time, do not do the required job and results in excessive shop costs.

K - ONE ALEMITE WHEEL BALANCER, MODEL 108 X2 - $850.

At present our Auto Shop is not equipped with a wheel balancing device. This is an essential item in an auto shop and is needed to balance wheels on our many trucks and passenger cars in order to prevent "shimmy" in front wheels and to prevent excessive tire wear.

L - TWO ALTERNATORS, 110 V, AT $162 EACH - $324

These are required for installation on trucks used under emergency and special conditions for the purpose of furnishing electrical power needed for the operation of drills and other equipment in the field where electrical power is not available.

M - ONE FRAME LIFT, PASSENGER CAR - $450.

Reason for purchase: Our present roll type frame attachment to our single post Joyce hydraulic lift is practically outmoded as the lower structure of present day automobiles has changed to such an extent that very few repairs, or removal of parts, can be accomplished.

The new style frame lift, which can be bolted to our present hydraulic post, is adjustable for length and supports any car from the car frame at four different points, leaving both ends of the car exposed for front or rear-end repairs.

A - MAP AND DRAWING FILE - $140

Required to maintain a contract drawing file and preliminary check prints on current projects for a design Section located on the fifth floor. The limited space will permit the installation of this type of file only. At present, drawings must be stacked on any available table space making them difficult to find, or employees must go to the 7th floor to the regular files.

B - FOUR FILING AND STORAGE CABINETS - $595

Funds are requested for the following cabinets. File Cabinet, Metal, 5-drawer, Legal size - $275 (To provide additional filing space in collections for current reports and working papers).

Portable File Drawer, Metal, complete with tray base on wheels - $50. (To provide space at desk side for papers and information needed for quick reference. Now stacked on desk top in Collections).

Sliding Glass Door Steel Storage Cabinet 42" H, 36" W, 12" D complete with 2 adjustable shelves. Y&E Nos. 74212l and 742003 or equal $125 (Needed in Claims to provide space for reference books and papers now jammed into a file drawer or stacked on the floor).

One Legal 4-Door File Cabinet - $145. A new legal size file cabinet is required as this office has not purchased any additional general files since 1945. Although we have attempted to move out all nonessential records time has finally caught up with us and it has become necessary to add an additional unit.

C - TWO ADDING MACHINE STANDS - $80

(Two of our adding machines are now without stands, requiring they be carried by hand to point of use. Repairs to an adding machine which has been dropped would cost more than both these stands).

D - ONE ADDING MACHINE - $300

Required for the Shops Division which does not now have an adding machine. The Supt. of Shops must now walk 600 feet to the Yard Office and back in order to use an adding machine. This piece of equipment is an essential need in the office of the Supt. of Shops who is required to prepare estimates, keep costs of work pending and in progress, and run-off figures on the large volume of work performed in the shops. Also, a recent change in accounting procedure makes it necessary that he have an adding machine so the required "tapes may be run-off and included with papers submitted to the Accounting Division.

E - CONTROL PANELS FOR IBM MACHINES - $750

As additional procedures are placed on the IBM machines, new control panels will be required.

F - TWO LINE-A-TIME PAPER HOLDERS, AT $75 EACH - $150

These devices are needed in the Yard Office to facilitate the typing of letters, memoranda, reports and various other clerical materials. At present, the Yard Office is not equipped with these devices.

G - DATES NUMBERING MACHINES. CAPACITY TO 8 FIGURES - $75

(For various numbering jobs requiring consecutive or repeat numbering. The present machine, Serial 99558, has only 6 digits and is inadequate for some uses.

H - ONE COPY MACHINE - $400

This machine is necessary because of the volume of copy work required in connection with land matters, permits and engineering work. The Division has

H - ONE COPY MACHINE - $400(CONTINUED)

a small portable copying machine purchased specifically for field use in the copying of various deeds and land data at sources of recordation. This equipment is not practical for office use because of the time required in setting it up for each period of use and the necessity of dismounting and cleaning after each period of use. The new equipment will be permanently set up and easily available for immediate use. It also will be adaptable to color, so that reproductions will not be effected by the color of copy stock. Personnel in this Division are limited, and the time consumed in the operation of present equipment is needed for other work.

I - ONE WAREHOUSE TRUCK - $75

Reason for purchase: This is needed to help speed up order picking so as to get the men started on jobs earlier. At present they have to put items in paper bags and make several trips back and forth to counter, which delays time.

J - PHOTOGRAPHIC ACCESSORIES FOR D3V AUTOMEGA PHOTO ENLARGER - $110

a. Roll film holder with troughs (#5402)
b. Horizontal projection attachments (#7261)
c. Distortion correction attachment (#7439)
d. Easel tilting attachment (#7263)

These are necessary accessories to complete the photographic enlarger purchased last year. Experience in the use of the enlarger dictated just which of the many accessories available would be of the greatest benefit.

K - PHOTOGRAPHIC VOLTAGE TRANSFORMER - ADJUSTABLE, WITH A. C. VOLTMETER - $60

This is necessary to curtail the waste of photographic paper due to voltage fluctuation.

L - PHOTOGRAPHIC EXPOSURE METER - $40

Necessary in order that each photographer have a light meter. Employee has been using his personal light meter.

M - THREE FLOW-TYPE RECORDING GAUGES - $1200

(This type gauge is becoming standard equipment with many water utilities. It provides a record of rates of flow through the water meter. It is invaluable in determining size of service, and meter requirements and for a record of quantities taken through the meter over a 24-hour or 7-day period).

N - TWELVE PLAIN-TIMER STOP WATCHES - LONG HAND TO REGISTER TENTHS OF SECONDS AND SMALL HAND TO REGISTER MINUTES UP TO FIFTEEN. ONE JEWEL - $125

(These watches are for use by our inspectors when taking fire tests at the meter. Receiving hard usage, they are expendible and formerly were purchased as materials and supplies. A recent ruling requires that they now be budgeted as equipment).

O - ONE INCUBATOR - $165

Current practice for limited emergency or special field sampling involves the use of large stationary incubators located at the laboratory and the loss of significant periods of time spent in travel. The field laboratory incubators would serve as a mobile laboratory incubator completely independent of any central control point or power source which is desirable in the event of a major emergency.

P - ONE SANDER, BELT, ELECTRIC, PORTABLE, 4" - $100

The Carpenter Shop is called upon to perform many "finish" jobs which require extensive sanding. Since the Carpenter Shop is not equipped with a portable sander, this work must be done by hand which is slow, inefficient and costly. In order to speed the work and perform a more work-man like professional job with a substantial reduction in costs, a portable belt sander is a necessity.

A - THREE TRUCKS - $9,600

Funds are requested for the following trucks.

One truck 4-Wheel Drive with mobile radio: $3,900.

In order to best utilize our personnel and adequately cover all chlorine stations the Reservoir Keeper at Lake Merced has been temporarily assigned a surplus Army jeep obtained through Civil Defense and his duties expanded to cover the maintenance and surveillance of Sunset and Merced Manor Reservoirs and chlorine stations.

The United States Government has issued instructions to stop the use of Civil Defense Equipment in day to day for non-civil defense purposes. It is, therefore, mandatory that this new truck be purchased or the Reservoir Keeper will have no means of transportation.

One Pick-up Truck, 3/4 Ton - $3,200.

Equipped with alternator-generator, heater-defroster, foam rubber seat cushions, spot-light, H. D. Springs clutch, brake, cooling, red-flashar light, radio transmitter receiver. This vehicle is needed by the Alameda Division for Patrol purposes at Calaveras Reservoir.

The vehicle now being utilized by the Calaveras Reservoir Keeper is the vehicle normally used for the following:

a. Hauling of materials and supplies from City Yard and Millbrae warehouses and shops.
b. Transporting painter and equipment to various jobs.
c. Transporting O-1 and O-152 employees from headquarters to field locations and hauling of servicing equipment to service the equipment used by these classes.
d. Supplementation of gang truck usage when dictated by conditions.
e. Temporary replacement of patrol vehicles assigned to the Reservoir Keepers and Rangers when these assigned vehicles are out of service for maintenance and/or repair.

The processing of a supplemental appropriation for this vehicle was stopped at the Mayor's office during the past fiscal year, due at least partially, to the fact that through an error in the records, the Alameda Division was shown to have had 50% more transportation than was actually available. (The records in the Mayor's office showed 23 vehicles, whereas only 13 are assigned to this Division, seven of the remainder having been replaced, and two assigned to the Agriculture & Lands Division).

One truck - $2,500.

Reason for purchase: With the expanded work schedules in the Peninsula Division, there is a great need for this type vehicle for pickup and delivery of materials. We are continually calling at the City Yard and other warehouses for small valves, fittings, motors, etc. with ten or twelve-ton trucks or passenger cars.

We also have another serious condition in this Division which is lack of light weight trucks to lend to servicemen or patrolmen when their trucks are in need of repair. Many repair jobs are postponed and sometimes greater damage occurs because of this condition.

B - ONE PLATFORM TRUCK - $110

Model Type H - Part #HA-1000-3W, American Truck Mfg. Wheels 8" Ball Bearing Swivel Casters. All Steel Construction.

Reason for purchase: This is needed in the warehouse to facilitate the unloading of deliveries by trucks.

At present, material is dropped on to the loading platform and must be rehandled by the storekeeper or laborers, adding to the cost of handling materials.

C - EDGER & TRIMMER - $130.00

Lawn. Reason for purchase: This power driven machine is needed to trim lawn edges on all lawns throughout the Peninsula Division, and will be of good use on the 50,000 Sq. Ft. lawn planted at Pulgas Temple.

D - TWO MOWERS - $674

Sickle Bar - $215.

Reason for purchase: The present method of fire-guarding around buildings is done by hand labor using hoes.

A small industrial mower of this type, cutting a swath of 38", self-propelled and requiring one man to operate, would cut expenses on this type of work.

At Pulgas Temple the diesel crawler tractors pulling disc harrows must beat down the tall grass and then make several passes over the ground to bury it. Using this small mower, the grass could be cut and raked, leaving the ground clear for one discing by tractor.

This request has been made and denied for seven consecutive fiscal budgets.

One Sickle Bar Mower & Tiller (Jari)(Champion -Heavy Duty), with 36" Planting Sickle Bar and 12" Rotary Tiller-Cultivator - $459.

This piece of equipment is badly needed to keep tall grass and weeds cut down and for fire guarding around our various properties throughout the city such as vacant lots, right-of-way, reservoirs, etc. At present, this work is done by hand which is a slow and costly process. The use of power driven equipment will not only save many hundreds of dollars in labor but will provide for more frequent and faster elimination of fire hazards and the accomplishment of a better job in an efficient manner.

E - TWENTY-ONE FIRE EXTINGUISHERS - $483

These fire extinguishers are needed to provide fire protection devices on trucks and vehicles carrying combustible materials.

A - ONE LADDER - $35
Aluminum - 20 Ft. extension. Reason for purchase: This light ladder is needed by the utility plumber when repairing or installing pipe and fittings in buildings throughout the Peninsula and Alameda Divisions.

B - ONE POST HOLE DIGGER, LEWIS DELUXE, WITH GEARED HEAD AND 6" AND 9" EARTH DRILLS - $202
This digger is requested as an attachment to fit our Remington #88 Chain Saw and is needed as a time and money saving device used for test drilling and for digging fence post and trench lagging holes.

C - TWO PAVING BREAKER PNEUMATIC, AT $550 EACH - $1100
These paving breakers are needed to properly equip existing trucks.

D - TWO CLAY DIGGERS, PNEUMATIC, AT $400 EACH - $800.
These clay diggers are needed to properly equip existing trucks.

E - FIVE TAMPERS, PNEUMATIC AT $350 EACH - $1,750
In order to obtain the proper degree of compaction of back-fill necessary to prevent excessive subsidence as provided in Water Department and Department of Public Works specifications, a pneumatic tamper is a necessity.
These tampers are requested to properly equip existing trucks.

F - ONE PRY BAR - $30.00
Model 45 RD - 5 ft. Handle straight grained hardwood 5 x 2, metal wheels, capacity 3500 to 5000 lbs.
Reason for purchase: This is needed in helping to move heavy items on the floor and would save laborers from getting hurt in trying to lift same.

G - ONE ELECTRIC COOLER - $200
Electric Water Cooler, bottle type (For use in the ladies' lunch and rest room, 8th floor. Drinking water is only available in a small kitchen on this floor, accommodating only two or three people and with one entrance door. Ladies wanting a drink of water must exchange places with those already in the kitchen).

H - ONE REFRIGERATOR AIR CONDITIONER - $400
This unit is required for the IBM room. This room has windows on two sides and as a result the sun hits it all day. Together with the fact the machines themselves generate heat. At times the room is very uncomfortable and it is recommended that a window air conditioner be installed.

I - SEVEN COMPRESSORS, INGERSOLL, 60 CFM, - $2500
These compressors will be needed on the trucks requested for existing service crew.

J - EIGHTEEN STARTERS, ELECTRIC, AT $260 EACH - $4,680.
At present, the 60 cfm compressors mounted in service and main pipe crew trucks must be started by means of a hand crank which requires the operator to climb up on the truck. This results in a most hazardous situation which, in fact, has resulted in several lost time injuries to our personnel. Also, when cold, these compressor engines are extremely difficult to start and considerable hand cranking is necessary. This is a constant source of complaint by our workers and has caused much loss of time by both field and shop personnel in trying to start these engines.

Equipped with electric starters they would be much easier to start, a considerable saving of labor time would be effected with a consequent lowering of operating costs, and a source of bodily injury would be eliminated.

K - TWELVE RADIO, MOBILE - 2 WAY, MOTOROLA MOTRAC WITH PRIVATE LINE, AT $910 EACH. $10,920
The use of 2-way radios in the control of field operations has proven itself many times over and has saved the department considerable sums of money through the immediate dispatch of crews to trouble locations. Because of radios, on many occasions, critical situations and severe damage to private and public property has been avoided.
At present, only a portion of our field vehicles are equipped with radios. To realize the full capabilities of radio dispatch and control and to effect further saving of time and dollars, the balance of Gatemen, Servicemen, Main Gang, Dump Trucks, Inspection and Supervisory vehicles should be so equipped.
Additionally, in the event of a natural or man-made disaster with any consequent disruption of normal means of communication, field operations and the maintaining of adequate water supplies would come to almost a complete halt without radio communication.
Therefore, to enhance our operating capability under Civil Defense requirements in the event of disaster, to eliminate reliance on telephones and to relieve some of the congestion on our Main Office PBX Board, to expedite field construction and maintenance, to reduce to a minimum losses through property damage caused by leaks, and to provide for complete interchangeability of equipment in all phases of work, it is recommended that radios be purchased and installed in all field operations vehicles

L - TWO AUTOMOBILES - CLASS A - $5,300
(To complete the motorizing of all Water Service Inspectors. Only 7 of our inspectors are motorized, the other 2 being required to use such public transportation as is available or to walk. This limits the areas in which they may operate and reduces the number of jobs they can do. With our work increasing these men should be motorized. Complete with mobile radio.)

A - RENEW EXISTING SERVICES, $200,000:

This is part of a continuing program of replacing old worn out services. Galvanized steel pipe services have an average useful life of 35 years except those installed during the war years 1941 through 1946 which have demonstrated an average useful life of less than 15 years. A service is considered worn out when it is so filled with rust that it cannot supply the minimum quantity or pressure of water needed by the customer, or when the pipe is so corroded and leaking that it is no longer practicable to maintain it. An average of at least 4,500 services, out of the existing 157,666 active services in the system, must be replaced annually on a continuing basis. The $200,000 requested will provide for replacing the necessary 4,500 services at an average unit cost of about $44.50 for materials and services. The increase of $30,200 in the 1962 - 63 budget request as compared to the 1961 - 62 appropriation of $169,800 is to provide an allowance of about 5% for increased cost of materials and services, and to provide for replacing 4,500 instead of 4,000 services during the year. Failure to renew services results in loss of revenue due to decreased sales; loss of water through leakage; increased maintenance for repair of leaks; liability resulting from water damage to others; and customer inconvenience and complaints. Experience has shown that the cost of renewing services is returned in about 19 years by increased water sales.

B - RELOCATE AND REALIGN WATER MAINS, $37,000:

Street and highway reconstruction, and sewer construction require adjustment of mains where interferences occur. This is a continuing program. Funds must be available since advance notice is short and sometimes given after excavation is opened. Funds are included for necessary work outside of the City, required because of highway work.

C - RELOCATE AND REALIGN EXISTING SERVICES, $18,000:

This work is required because of reconstruction of streets and sewers where water services must be moved. The increase in funds requested is in anticipation of the larger program of street and sewer reconstruction by others in the Suburban and City divisions.

D - REPLACE WATER MAINS - $190,000:

There were 1,116 miles of water mains in the distribution system as of June 30, 1961. These mains were installed over the past 100 years and current replacement cost would exceed 65 million dollars. In general water mains require replacement due to deterioration beyond economical repair, however, small mains may also require replacement due to lack of capacity to serve present demand. Where a single replacement is of sufficient magnitude and the need is known sufficiently in advance it is set up as a separate budget request. This year's request is based upon our estimate of the work that we can accomplish this fiscal year.

Following is a list of mains to be replaced next year. However, unknown or unpredictable conditions may require work to be performed in other locations.

REPLACEMENT OF MAINS

Location	Length	SIZE: Existing	SIZE: Proposed	COST
Genova - Brookdale to Parque	400	2"	8"	$4,400
Pacific - Laguna to Webster	1000	1½-2	6	9,000
Greenwich - Leavenworth to Jones	100	3	6	900
Edna - Joost to Monterey	300	2	6	2,700
Cotter - Alemany to Mission	200	2	4	1,600
21st St. - Castro to Collingwood	600	2	6	9,000
8th Ave. - Judah to Irving	700	1½	8	7,700
Powhattan - Nebraska to Bradford	300	1½	6	1,950
Mississippi - 18th to 20th Sts.	900	4	8	9,900
Laussat - Webster to Buchanan	500	1	6	4,500
Green - Grant to Kearney	1100	4	6	9,000
West Portal - Vicente to Ulloa	550	2	6	4,950
Buchanan - Hayes to Haight	1400	10	8	15,400
28th St. - Douglass to Diamond	600	2	6	5,400
27th St. - Castro to Noe	600	1½	6	5,400
Ripley - Alabama to Peralta	500	1½	6	4,500
Shotwell - Stoneman South	250	2	6	2,250
Lundy's Lane - Ramsdell to Fair	400	1½	6	3,600
Heyman - Coleridge to Prospect	300	1½	6	2,700
Virginia - Mission to Coleridge	370	2	6	3,330
Lundy's Lane - Coso South	230	2	6	2,070
Elizabeth - Guerrero to San Jose	400	3	6	3,600
Albion - 16th to 17th	600	3	6	5,400
Camp - Guerrero to Albion	350	3	6	3,150
Albion - 15th to 16th	600	3	6	5,400
16th St. - Castro to Noe	500	3	6	4,500
Hemway - Fulton North	300	2	6	2,700
Point Lobos - 42nd to 43rd	350	1½	6	3,150
Herrman - Laguna to Buchanan	400	16	16	8,800
Magellan - Pacheco to Sola	750	3	8	8,250
Marcella - Pacheco to Magellan	950	3	6	8,550
Magellan - Castenada to Sola	750	3	6	6,750
Castenada - Pacheco to Magellan	700	3	6	6,300
Pachoco - Marcella to Lopez	800	3	6	7,200
Alton - Pacheco to Castenada	400	2	4	3,200
8th Ave. - Pacheco to Linares	400	2	4	3,200
Alton - 8th to 9th Aves.	400	3	6	3,600
				$190,000

A. Bond Interest and Redemption - $2,421,944

Issue	Interest	Redemption	Total
1928	$360,000	$1,000,000	$1,360,000
1947	68,689	924,505	993,194
1961	43,750	25,000	68,750
	$472,439	$1,949,505	$2,421,944

A - REHABILITATE ROOFS, $6,000:

Repair and rehabilitate the roofs and roofing on the Sunol Guest Cottage, Superintandent's cottage, and the Newark Valve House. The roofing on these structures is in a bad state of repair and must be made watertight to protect these buildings and their contents from damage by leakage and consequent rotting.

B - REPLACE EXISTING FENCES, WATER DEPARTMENT PROPERTIES, $5,700:

This is a continuing project which provides for replacing existing fences on Water Department property lines. It is necessary to provide adequate fencing to protect the property against trespass and encroachment which reduces vandalism and water pollution and contamination.

C - RELOCATE SAN ANDREAS 44" PIPELINE IN THE SILVA TRACT, $206,500:

The existing 44-inch steel San Andreas pipeline, about 5,800 feet long and constructed in 1870, must be replaced by a new pipe and appurtenances located in an existing right of way along the north edge of the Silva Tract. The existing pipe is now in such condition due to age and related factors that it is no longer serviceable.

D - CEMENT MORTAR LINE FEEDER MAINS IN SAN FRANCISCO CITY, $73,050:

This is part of a program of lining larger steel water mains in the City distribution system to preserve the pipe, reduce leakage and maintenance costs as well as to obtain necessary increase in the flow capacity of the pipeline.

With the funds requested it is proposed to cement mortar line in the following water mains:

1,800 feet of 36" water main in Bryant St. from 17th Street to Division Street
2,900 feet of 30" and 700 feet of 22" water main in San Jose Avenue from Geneva Avenue to Santa Rosa Avenue
4,350 feet of 30" water main from the San Francisco County Line to Sadowa and Capitol Ave.

E - REPLACE SEWER AND SEWAGE VAULT, $3,900:

Existing facilities for handling sewage from San Andreas Ranger's Cottage are no longer serviceable. This work is necessary to protect the purity of the water since this cottage is on the shore of San Andreas Reservoir.

F - NORMAL MAIN EXTENSIONS - $121,610:

The amount requested is for the installation of 2", 4", 6", 8" and 12" mains and appurtenances in the system classified as follows:

Under $2000 - $4960 - The amount requested for extensions under $2000 is based upon experience.

Contracts - $116,650 - Anticipated contracts are listed following:

Location	Size	Length Ft.	Estimated Cost
Mason Street - Vallejo to Green	12"	300	$ 4,800
Noriega - Webster to Laguna	8	1,000	11,000
Irving - Arguello to 3rd Ave.	8	700	7,700
Haight - Gough to Central	8	6,300	69,300
West Portal - Vicente to 14th Ave.	6	650	7,650
Van Ness - Union to Green	6	275	2,475
Van Ness - Pacific to Broadway	6	275	2,475
Van Ness - California to Jackson	6	1,250	11,250
TOTAL			$116,650

Extensions to the water mains are anticipated to be necessary in the locations listed during the fiscal year 1962 - 63. However, a higher priority for such work may have to be given to locations other than listed due to more rapid development in such areas.

G - NEW SERVICES AND METERS - $420,000:

The requested amount is for services, materials and meters for the installation of new services and meters, and for the repair or replacement of existing meters. This is a continuing program to provide water service to new customers and increased capacity for old customers where increased water use necessitates it; and to replace or repair meters which are seriously worn or obsolete that are beyond further use because of excessive costs of repairs, and which do not properly register the water passing through them thus resulting in loss of revenue. There are about 160,000 meters in service, which must be removed and repaired or replaced at least every 20 years in order to assure reasonably accurate recording of the water used, thus necessitating the removal for repair or replacement of about 8000 meters per year on a continuity basis. New services and meters are expected to continue in accordance with past experience, which includes $282,200 for the City Distribution Division and $37,800 for the suburban areas.

H - CUTTING IN GATE VALVES - $11,000:

This is a continuing program of installing gate valves to reduce the size of "Gated Pipe Sections" in the City Distribution System and other portions of the system. The area and number of consumers without water are thus minimized when shutdowns are required. Shutdowns of distribution mains are required when repairing leaks or main breaks, installing service connections, new or replacement of mains as well as for the repair or replacement of existing valves or air valves. The cost of this work during the last two fiscal years has exceeded $12,000 each year.

I - PIPELINE ELECTROLYSIS PROTECTION - $2,500:

A continuing program of electrolysis protection is essential in order to locate troublesome areas in the ever-changing pattern of ground currents causing electrolysis and to provide protection before the pipelines deteriorate to the extent that costly repairs or replacements are necessary. Although the expenditure for 1959 - 60 was $15,737 and for 1960 - 61 was $20,615 it is expected that there will be sufficient carry-over from the 1961 - 62 budgeted funds so that only $2,500 need be appropriated for the purpose for 1962 - 63.

A - RECONSTRUCT BLOWOFFS AND AIR VALVES, $16,500:

This is a continuing program made necessary by a State Health Department requirement that existing blowoff connections to sewers or sewer manholes must be disconnected and a United States Public Health Service policy that certification of a water supply shall be withheld if a satisfactory program of eliminating existing blowoff connections to sewers is not in progress. This is the third year of the program which is estimated to take about five years, or a total aggregate appropriation of about $140,000 for materials and services, to complete. Prior appropriations for the purpose amount to a total of $50,000.

B - PERSONAL SERVICES, $309,111:

Personal services required to carry out the Reconstruction and Replacement program for the fiscal year. See detail by O. E. on sheet C2, lines 6 to 15 inclusive.

C - REHABILITATE ROOF, STANFORD HEIGHTS RESERVOIR, $32,000:

The roof and roofing, constructed in 1923 and 1928, have deteriorated to such an extent that they no longer protect the water. The present leakage results in periodic contamination of the water stored in the reservoir. The requested funds are to provide for repair of this wooden roof structure and for replacement of the tar and gravel roofing.

D - REHABILITATE PORTIONS OF SUNOL WATER DISTRIBUTION SYSTEM, $10,200:

The present Sunol water system, acquired from the Spring Valley Water Co., and an obligation of the City, is inadequate for proper fire protection and at times for the normal rate of water consumption. The sum requested will provide for 950 feet of 8" main from the pump station and 500 feet of 4" water main in Bond Street together with valves and appurtenances, as part of a program of rehabilitation.

E - OPERATION AND MAINTENANCE HEADQUARTERS - SAN FRANCISCO CITY DIVISION, $1,250,000:

Land for the site has been purchased. Plans are being prepared for the construction of new facilities, which plans should be completed in June, 1962. The existing corporation yard was constructed in 1906, and is now obsolete, seriously inadequate, and expensive to operate and maintain. The funds requested are all to provide for the construction contract and appurtenant items, and none of it is for engineering or for architectural services.

F - NEW ENTRANCE FOR OPERATIONS AND MAINTENANCE HEADQUARTERS - MILLBRAE, $25,000:

The State Division of Highways changed the grade and alignment of El Camino Real in front of the Department's operation and maintenance headquarters for the Peninsula Division and the Purification Division. This closed off the existing entrance. The requested funds are needed to construct a road with appurtenances and drainage at the new location of the entrance so as to replace the present temporary narrow gravel surfaced road about 600 feet long.

G - REPLACE BRIDGES AND REPAIR ROAD, NEWARK VALVE HOUSE TO NEWARK SLOUGH, BAY CROSSING PIPELINE RIGHT OF WAY, $35,000:

The three existing wooden bridges in this 2½ miles of road across the salt marshes are in an unsafe condition, and large sections of the road are flooded during high tides, thus preventing access for patrol and maintenance work. Continued flooding will wash out sections of this road. This project will replace bridges, raise the excessively low sections of roadbed, regravel portions of the road, and make other necessary repairs.

H - REPLACE WINDOWS AT FIRE ESCAPES, 425 MASON STREET BLDG., $5,000:

Existing windows in this building are of the waning type, double sash with top and bottom hinged at the top, swinging out. The fire escape platforms are so arranged that the bottom of the windows, when open, block the platforms and prevent their use. The windows do not permit acceptable egress from the building onto the fire escape or down the fire escape. It is proposed to replace these windows at the fire escape on floors two through seven with double hung sash which would eliminate this serious hazard that now exists.

I - REPLACE LIGHTING FIXTURES, 425 MASON STREET BLDG., 2ND FLOOR, $7,500:

This is a continuing program which provides for replacing obsolete lighting fixtures in the main office building, improve lighting where present lighting is inadequate and provide adequate lighting to comply with rearrangements of office furniture and equipment to improve working conditions. This particular work is necessary on account of the complete rearrangement of the second story to provide for the electronic data processing equipment and related operations for the Commercial Division.

J - REPLACE WATER STORAGE TANKS, PENINSULA COTTAGES, $7,000:

Existing water storage tanks are old, rotted, and too small to provide sufficient water for fire protection and use at the cottages. It is intended to replace the existing wooden tank with a 10,000 gallon wood tank at each of the following locations:

San Andreas Reservoir Keeper's Cottage
Sawyer Camp Cottage
Pilarcitos Reservoir Keeper's Cottage
Davis Tunnel Cottage

A - ENCLOSE INTERIOR MAIN STAIRWAY, 425 MASON STREET BUILDING - $7,500:

Enclose existing main stairway by installing partitions and doors at each floor from 2nd to 7th inclusive, and metal clad the lifts on 2nd and 3rd floors. This will keep smoke, gases and fire from spreading to other floors as required by the Building Code. Existing conditions are extremely hazardous.

B - REMODEL 2ND FLOOR, 425 MASON STREET BUILDING FOR I.B.M. EQUIPMENT - $11,000:

Partition off a room for the installation of the electronic data processing equipment. The separate room is necessary to reduce disturbance of employees working on that floor.

A - MONUMENTING RIGHT OF WAY AND PROPERTY LINES - $1,500:

This is a continuing program as much of our transmission line rights of way and a large portion of our property lines are not well marked. There is continued activity adjacent to our properties in street widening, highway, freeway and sub-division crossings or encroachments; sales, leases or purchase of property and other land development work; and the location of our property and right of way boundaries is essential to land transactions and protection of Water Department interests.

B - FEEDER MAINS (SUNSET TRANSMISSION SYSTEM) - $393,300:

24-Inch Feeder Main from Sagamore and Capitol Streets to Geneva Avenue and Mission Street with bypasses at Sickles and Niagra to existing mains; 6900 feet - $205,000.

20-Inch Feeder Main from Geneva Avenue and Mission Street to Edinburg Street and Peru Avenue with bypass in Persia Avenue and connection to existing main in Athens Street; 7,500 feet - $188,300.

These mains are required to maintain an adequate supply of water to meet increased demands in the southeast area of the City and to maintain service when shutdowns occur in the 54" San Andreas main for maintenance, repairs, new connections, leaks, etc.

C - EROSION CONTROL, LOCAL WATERSHEDS - $1,500:

During years of heavy rainfall and runoff considerable damage and erosion has occurred on our local watersheds resulting in high turbidity of water. In order to repair such damage and gradually improve the watershed to prevent or minimize future damage a continuing program of erosion control is necessary.

D - PERSONAL SERVICES - $306,638:

Personal services required to carry out the addition and betterment program for the fiscal year. See detail by O. E. on sheets C3 and C4.

E - MCLAREN PARK RESERVOIR, PUMP STATION, SUPPLY LINES AND APPURTENANCES - $620,000:

The existing Wilde Avenue Reservoir is old (built in 1902); is greatly inadequate in size (0.5. m.g.) to supply the existing service area, and is unable to supply the rapidly growing service area which includes about half of McLaren Park; is leaking seriously and is depreciated to the extent that for reasons of safety and water quality preservation it must be replaced as soon as possible. The Olmstead Pumps which supply Wilde Avenue Reservoir are inadequate in size (350 g.p.m.) and hard to even supply the existing demand. The requested $620,000 is to provide for an 8 m.g. reservoir to replace Wilde Avenue Reservoir; $50,000 to replace the Olmstead pumps with new pumps at University Mound of 1,600 g.p.m. capacity to provide for a 12" pipe 3,500 feet long to connect the pumping plant and reservoir; and for appurtenances to the above.

F - SAN ANDREAS CHLORINATION STATION AT OUTLET TOWER NO. 3 - $55,000:

The growth of fresh water sponges in the outlet tower and tunnel at San Andreas Outlet No. 3 makes it necessary to chlorinate the water at this outlet's intake structure on the shore of the reservoir in order to stop their growth. The sponges impart a vile taste and odor to the water.

G - ROCK RIVER CHLORINATION STATION - $3,000:

At Rock River shaft of the Foothill Tunnel water is supplied to the City's lime plant, to the City's operating personnel and to a private party for domestic and other purposes in the vicinity. It is necessary to chlorinate the water in order to provide domestic water of bacteriological quality conforming to the State Department of Public Health's requirements.

H - METERS AND LINE VALVES IN TRANSMISSION LINES - $65,000:

The installation of additional valves in transmission lines is necessary in order to reduce the length of pipeline taken out of service at any one time for new connections, maintenance and repairs, and for maintaining service to large suburban consumers. The meters are needed to provide a record of water transmission and to assist in locating unaccounted for water losses. Valves and meters will be installed in the San Andreas No. 2 (54") and in Crystal Springs No. 2 (60") pipelines at about the county line.

I - FENCING WATER DEPARTMENT PROPERTIES - $8,100:

This is a continuing program of constructing protective fences which will vary in type dependent on surrounding areas and required protection. This year it is planned to use $6,500 in the City, $1,400 in the Peninsula Division and $1,400 in the Alameda Division, but more rapid development of adjacent properties in other areas may require a higher priority for protective fencing at locations other than those planned at present. A considerable portion of the 62,619 acres of land owned by the Water Department is unfenced, thus encouraging trespass, vandalism and probable pollution and contamination of the water.

J - LIGHTING FOR SHOPS, ALAMEDA DIVISION - $1,000:

The funds are to provide for installation of electric wiring and lights in the paint shop, rigging building and warehouse and shop. These buildings contain combustible materials and this work will provide compliance with the electric code and adequate lighting when it is necessary to work therein at night during emergencies.

K - PREPARATION AND OILING OF S.F.W.D. ROADS - $15,000:

This is a continuing project of draining, minor appurtenant grading and oiling of private Water Department roads. The program is to prevent erosion, lessen the increasing cost of road maintenance and vehicular operation and maintenance especially during the rainy season and to reduce the volume of dust washing into reservoirs.

L - INSTALL AUTOMATIC TELEPHONE SWITCHBOARD, 425 MASON STREET BUILDING - $4000:

Replace existing two position, manually operated telephone switchboard with an automatic telephone switchboard including necessary building alterations. The ever increasing business of the Department has overloaded the existing facilities so that service is impaired. The automatic switchboard will eliminate the need for a third position on the existing board with an additional full time operator.

A - 232 FREIGHT EXPRESS, ETC. - $1,000
232 TELEPHONE AND TELEGRAPH - $3,300
Requests based on expenditures for 1961-1962 which reflect the additional costs required as a result of putting Cherry Power Plant on the line.

B - TRAVEL EXPENSE - $1,000
Official Travel - $1,000
Expense in connection with attendance at the following conferences and meetings:

Description	No. of Repr.	Date	Place	Amount
California Municipal Utilities Association	2		Southern Calif.	$200
Feather River Association	2	To be announced		200
Western Snow Conference	2	To be announced		400
County Supervisors Conference	1	To be announced		200

C - 236 LAUNDRY SERVICE - $1,100
Request is based on prior year's expenditures which are 1960-61 - $1,039, 1959-60 - $1,029, 1958-59 - $1,039, 1957-58 - $1,176.

D - REALTY SERVICE - $500
The Director of Property has been providing additional services to this department other than those associated with acquisitions of property in which bond funds were utilized.
These additional services include appraising and selling surplus Hetchy Hetchy property, preparation and execution of leases, condemnation actions and acquiring title reports and title insurance.

The Real Estate Department's operations are maintained to a great extent by departmental work orders from various City departments. Mr. Rezos has suggested that an annual amount be budgeted by this department to cover the services of his department relative to property matters.

E - MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT - $32,000
This item covers the servicing and repair of the Hetch Hetchy fleet of approximately 73 pieces of equipment.

F - INSTALLATION OF CRANKCASE BLOW-BY DEVICES - $1,566
Crankcase blow-by devices return crankcase ventilated discharges back to the engine for recycling. The State law requires mandatory installation on December 31, of the year following State approval of two or more devices. Installation is now on a voluntary basis as only one device, manufactured by AC Spark Plug Company, has been approved; however, the Bay Area Air Pollution Control District is makint a concentrated effort to have all governmental vehicles equipped with this device. All passenger cars and trucks now being purchased will be equipped with these devices where units are presently available. 73 vehicles at 21.45 per vehicle.

G - HEAT, LIGHT AND POWER - $2,100
This appropriation is for payment of Pacific Gas and Electric bills for buildings outside of San Francisco, such as Oakdale and Warnerville Substation.

H - PURCHASE OF POWER FOR RESALE - $711,100
Power for loads beyond the capacity of the Hetch Hetchy Plants must be purchased from connected power system.

I - SERVICE CHARGE FOR TRANSMISSION AND DISTRIBUTION - $1,811,200
This appropriation is for the use of the Pacific Gas and Electric Company facilities and delivering power to Hetch Hetchy consumers. The increase is due mainly to the transportation charge required to service the new customers of the Hetch Hetchy Project.

J - SUBSISTENCE AND CARE OF PERSONS - $13,000
This appropriation is for payment of living expenses of employees when they are temporarily assigned to work away from their permanent headquarters. Expenses of employees of other City departments are also paid from this appropriation when they are on the Project on official business.

K - MAINTENANCE OF RADIO SYSTEM - $5,500
This request is for the operation of the mobile radio system on the Project. The maintenance of the system is let out to bid by the Purchasing Department each year. Based on the last year's cost and experience for the first part of the fiscal year, the estimated cost for 1962-1963 will be $5,500.

L - BOND SALE EXPENSE - $30,000
Cost of printing and legal examination of 1961 Municipal Water System Bonds to be sold in 1962-1963.

M - SUBSISTENCE OF OFFICIAL VISITORS - $2,500.
Meals and lodgings furnished official visitors of the Hetch Hetchy Project are charged to this account at rates as specified in the Annual Salary Ordinance.

N - LEGISLATIVE REVIEW - $5,000
This appropriation is necessary in order to adequately protect the City's interests relative to its water and power system. It will be necessary that local, State and Federal legislation be closely followed in order that responsible officials may be informed of pending legislation which is of vital interest to the City and so that said officials may have the opportunity to present the City's position on these measures. Among other things, this will necessitate having expert estimates in Sacramento to analyze and report on the effects of proposed water and power legislation on the City's system. It may also be necessary for staff members to appear before various committees and meetings conducting hearings on said water and power legislation.

FORM 650

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission. PUBLIC UTILITIES COMMISSION - HETCH HETCHY PROJECT — Index Number 755 — Sheet Number 1

A - Adjustments of salaries in accordance with provisions of the Annual Salary Standardization Ordinance.

B - Reclassification of 1 vacant 01 Chauffeur to new title of 7354 Truck Driver, Heavy.

C - OVERTIME - $2,850

Funds are required for overtime payment of salaried employees who are required when instructed by supervisors to work in excess of their normal work schedule. Employees in the Powerhouses are occasionally required to work sick relief to maintain uninterrupted operations of the powerhouse when their replacement calls in sick. Housekeepers are required to work overtime and weekends when official visitors are visiting the Project. Operating Engineers are required to answer alarm signals at night and Sundays at Rock River and Tesla Reservoir Keepers are sometimes called after shift hours for emergency water release changes and to keep canals and tunnel grizzlies clear of debris during storms. The General Maintenance Foreman is occasionally called out in the evening and weekends on emergency calls to take the necessary steps to protect the City property. The office personnel require overtime to take the annual inventory.

D - HOLIDAY PAY - $8,745

Because the Project is on a seven day operation, certain classifications are required to work on days specified as holidays in the Annual Salary Ordinance. These classes are listed below.

C104	Janitor
E120	Governorman
E122	Powerhouse Operator
E124	Sr. Powerhouse Operator
01661	Jr. Operating Engineer
01681	Operating Engineer
U130	Reservoir Keeper
U227	Gen. Main. Foreman

E - EXTENDED WORK WEEK - $23,114

Class		Number of Positions	O.T. Rate	Number of Days	Amount
E120	Governorman	1	$33.31	52	$1,732
E122	Powerhouse Operator	1	38.50	52	2,002
E124	Sr. Powerhouse Op.	1	51.59	52	2,683
01661	Jr. Op. Engineer	1	35.87	52	1,865
01681	Op. Engineer	1	40.44	52	2,103
U130	Reservoir Keeper	7	34.97	52	12,729
					$23,114

F - TEMPORARY SALARIES - $25,000

Seasonal Work	
I60 Housekeeper - 30 man months	$10,000
Vacation Relief	12,000
Vacation relief required for the following classes: B232, B352, N408, B512, F300, F413, C104, E120, E122, E124, E128, M270, 01661, 01681, and U227.	
Sick Leave and Emergency Work	3,000
	$25,000

O - 130 OVERTIME AND TEMPORARY WAGES

The necessity for overtime and temporary wages is detailed below by classification.

H - A56 Bricklayer - $704, A204 Cement Finisher - $1,580

For construction and repair of manholes, headwater masonry walls and drainage culverts.

I - A154 Carpenter - $1,906, A354 Painter - $3,136

Due to the increasing number and the age of many of the buildings, structures and equipment on the project, necessary maintenance work is increasing. Much of this work can be done only during good weather, therefore requiring additional man-hours during the summer season.

J - A404 Plumber - $439

For emergency repair of water, fuel and sewer lines.

K - E108 Electrician - $676, E123 Electronic Technician - $676

Emergency repair of essential electrical equipment

L - E150 Lineman Helper - $1,130, E154 Lineman - $2,703, E160 Foreman Lineman - $760, E161 General Foreman Lineman - $422

Overtime is required for inspections that can be made only on Sundays and for emergency repairs to transmission distribution and communication lines at night, on holidays, and on weekends.

M - I12 Cook - $9,752

For seasonal and emergency operation of various camps in the Mountain Division located at Lake Eleanor, O'Shaughnessy Dam, Cherry Valley, and Early Intake and for overtime work as required.

N - J4 Laborer - $16,891, J10 Laborer Sub-Foreman - $2,028, 01 Chauffeur- $3,576, 0152 Engineer of Hoisting and Portable Engines - $4,534

For seasonal and emergency work, including road maintenance, clearing slides, snow removal, clearing blocked canals, conduits, culverts and tunnel grizzlies. Controlling drainage during storms and high water. Fighting brush fires and performing control burning, the latter of which must be done at night in compliance with State Division of Forestry regulations. Also, under the terms of the Raker Act and for protection of City property, transmission line rights of ways in Yosemite National Park, Stanislaus National Forest and other areas must be kept clear by removing, trimming trees and burning.

O - M54 Auto Machinist - $643, M57 Sub-Foreman Auto Machinist- $236

For emergency repair of refrigeration, heating, pumps, automotive and other mechanical equipment and for repacking expansion joints on Moccasin Powerhouse penstocks, which can be done only at night.

P - U108 Compressor Operator - $2,936

For operation of portable air compressors in the maintenance and repair of roads, culverts and other structures.

A - SOCIAL SECURITY - $14,616
84 employees at $174 per employee

B - HEALTH SERVICE SYSTEM - $6,142
Hetch Hetchy's share of the Health Service System.

C - TAXES - $600,000
Real property taxes of the various counties in which Hetch Hetchy property is located. Request is for the amount of tax bills for 1961-62 increased taxes on water rights are paid under protest.

D - RENTAL OF POWER LINES - $54,000
Annual rent due the Pacific Gas and Electric Company under contract for use of lines serving plants of Permanente Cement Kaiser Metals.

E - SERVICES OF CONTROLLER - $3,700
Funds are for annual audit of accounts by Certified Public Accountant.

F - SERVICES OF PURCHASING DEPARTMENT - $10,905
Salary of a storekeeper and general storekeeper at Moccasin. The position is in the Purchasing Department Budget.

1	B352 Storekeeper	385/2	450/10	$ 4,820
1	B354 General Storekeeper	505/11	530/1	6,085
				$10,905

G - SERVICES OF PUBLIC UTILITIES COMMISSION - $109,289
This is Hetch Hetchy Project's portion of the cost of operating the General Office of the Public Utilities Commission.

H - SERVICES OF UTILITIES ENGINEERING BUREAU - $243,147
Hetch Hetchy Project's share of the Utilities Engineering Budget.

I - EQUIPMENT

6 Steel Desks	$1800.00
6 Swivel Chairs	500.00
2 Tables	300.00

This is the last step in the program of replacing the old furniture in the accounting division. The furniture now in use is old and in some cases badly in need of repair.

J - 2 ADDING MACHINES - $600
Replacing machines over 10 years old that are constantly in need of maintenance. It is difficult to get replacement parts.

K - 1 CALCULATOR - $500
Replacing machine that has been in use for 25 years. It is worn beyond repair. Turn in Merchant Calculator #8D102609.

L - 1 CHAIN SAW - $365
This saw has had excessive use on the project and is worn out beyond economical repair. Inventory reference, Page 113. 1958 appraisal.

M - 2 CLASS "A" AUTOMOBILES - $4,400
Replacing 1953 Chevrolet HH #116 Mileage 83,687
" 1953 " HH #115 " 60,000

N - 2 SUBURBANS - $5,200
Replacing 1953 Chevrolet Suburban HH #319 Mileage 80,000
" 1953 " " HH #320 " 71,000

O - 1 TRUCK - $3,100
Replacing 1951 ½-ton Chevrolet Pick Up HH #317
Mileage 100,000

P - 2 SETS GROUNDING EQUIPMENT - $400
Reason for: This equipment, consisting of insulated sticks, clamps, fittings, and cables, has been in use at Moccasin Powerhouse for many years for grounding of various electrical circuits for protection of employees working on electrical equipment. It has depreciated to the point where repairs or modification cannot meet requirements of the National Electrical Safety Code.

Q - RELAY TESTING EQUIPMENT - $3,500
This equipment is required for periodic testing, checking and adjusting of the protective relays associated with the new Cherry Power System at Cherry Powerhouse, Early Intake Switchyard, and Warnerville Substation.

Relays used for protection of equipment and maintenance of service on a power system are essentially "watchdog" devices, sensitive to abnormal conditions. These devices automatically initiate switching in the power system to isolate a faulted section and return the system to normal condition after a fault has been cleared. Incorrect operation of relays can be disastrous to a power system in terms of safety and economics. Therefore, special care should be given these devices so that they will function properly during disturbances.

The number and complexity of protective relays on the Hetch Hetchy Power System increased many-fold when the Cherry Power Project was placed in operation. Previously, with Moccasin the only major generating plant on the system, the economic risk of faulty relay action was considerable. Now, with increased capacity and ever-rising demands of our customers for uninterrupted service and coordinated relay protection, the economic implications resulting from prolonged outages on the system due to relay failure become much more serious. It is necessary, therefore, that proper methods, procedures and instruments for periodic checking and testing of relay equipment be utilized in our preventive maintenance program.

R - 2 PORTABLE VOLT-OHM-MILLIAMMETERS WITH CASES - $150
These portable meters are required, one at Cherry Powerhouse and Intake Switchyard, and the other at Warnerville Substation, for testing and trouble-shooting on electrical circuits and equipment.

Form 6940

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission PUBLIC UTILITIES COMMISSION - HETCH HETCHY PROJECT — Index Number 755 — Sheet Number 3

A - 300 MATERIAL AND SUPPLIES - $72,178

Request is based on 1960-1961 expenditures with an allowance of an annual increase of 3%. 1960-1961 expenditures reflect the increased cost of materials and supplies as a result of putting the new Cherry Powerhouse on the line.

B - REPLACEMENT OF OIL FOR GENERATING UNITS - $3,750

This oil is for replacement of the same amount of oil in the oil systems in Moccasin Powerhouse used for operation of the governors and turbine needle valves and for lubrication of the turbine generator bearings of the four main generating units. The present oil has been in use since 1925, although make-up oil has been added from time to time as needed.

In 1957, due to operating difficulties, samples of the oil were tested by the Lubricant Division of the Standard Oil Company. The recommendation at that time was that the oil should be completely changed to avoid continued excessive sludging and deposition in the oil systems. Recently, increased operating difficulties due to sticky hydraulic valves and hydraulic cylinders have been encountered. Some metal parts also show evidence of surface etching due to reaction from the acid content in the oil. More recent tests by Abbot A. Hanks, Inc., confirm that the oil should be replaced. A check with other utilities having similar problems indicates that replacement of oil in this condition is the general practice.

C - FOODSTUFFS - $12,581

Meals Served - 1960-1961	
July	1401
August	1593
September	1761
October	1257
November	894
December	331
January	344
February	385
March	1007
April	593
May	833
June	1412
	11,811

Cost Per Meal	
Expenditures 1959 - 1960	$9,837
Number of meals served	11,811
Cost per meal	.83

D - WATER RIGHTS AND DAMAGE CLAIMS - $22,750

The funds requested under this appropriation are for expenses to perform the required work to adequately protect the interests of the City relative to water rights and damage claims. Expenditures include but are not restricted to payments to the Y.S.G.S. for services performed in connection with steam gauging work.

E - HYDROGRAPHY - $26,850

This item is necessary for control of water resources. Most of the work is mandatory under the Raker Act and is necessary for governing our water and power operations. This work is done in cooperation with the State of California, with two complete snow surveys, one in February and one in April.

F - ACCIDENT COMPENSATION - $6,000

This appropriation provides funds for the care of employees injured in industrial accidents.

G - FIDELITY INSURANCE - $53

This request is for premium on blanket Fidelity Bond for Hetch Hetchy employees.

H - AUTOMOBILE INSURANCE - $4,060

To pay premiums on public liability and property damage automobile insurance. This request has been increased by 15% on advice of the Purchaser of Supplies.

I - FIRE INSURANCE - $11,500

Blanket fire and extended coverage insurance on buildings including contents for a period of one year. Existing policy is for five years with above amount the premium for second year of policy. Increase is to cover properties put into service from the construction program of the 1955 Hetch Hetchy Bond Fund.

J - MISCELLANEOUS INSURANCE - $10,000

$10,000,000 combined single limit Bodily Injury and Property Damage Liability.

K - MEMBERSHIP DUES - $171

Present Membership (Board of Supervisor's Ordinance 4942 as amended)

San Francisco Committee on Corrosion	$25
Western Snow Conference	11
American Water Works Association	25
National Safety Council	110

L - FEE TO THE UNITED STATES GOVERNMENT - $30,000

Annual fee paid to the United States Government under the terms of the Raker Act for the use of National Park and Forest Service lands.

M - MAINTENANCE OF ROADS AND TRAILS - RAKER ACT - $25,000

In recent litigation the courts have ruled that the Hetch Hetchy Project is responsible for the maintenance of certain roads and trails within Yosemite National Park. This amount is based on an estimate submitted to this department by the Superintendent of Yosemite National Park.

N - PENSION AND RETIREMENT ALLOWANCES - $63,921

Permanent Salaries (Gross)	$ 409,087
Wages (Permanent)	470,673
Overtime	2,850
Holiday Pay	8,745
Extended Work Week	23,114
Wages, Overtime and Temporary	78,712
Wages, Gardener	20,949
Services of Purchasing Dept.	10,905
	$1,025,035
RETIREMENT RATE	6.236%
	$ 63,921

A - MODIFICATION OF MOBILE RADIO SYSTEM - $65,600

Modification of the Hetch Hetchy mobile radio system, which covers Tuolumne, Stanislaus, San Joaquin and Alameda Counties, is required for the following reasons:

1. To comply with mandatory requirements of the Federal Communications Commission for more stringent technical standards, effective November 1, 1963.

2. To improve performance by reducing "skip" interference from other radio systems, which at times has rendered the system unusable.

3. To replace obsolete equipment in use since 1949, for which maintenance costs are increasing.

The work will consist of modification or replacement of equipment in three base stations, five snow cabins, 23 mobile units, and four portable units; installation of repeater stations; and the conducting of necessary field tests in connection therewith.

B - PRELIMINARY STUDIES - REHABILITATION OF MOCCASIN POWERHOUSE- $42,000

It is proposed to study and prepare a feasibility report on the rehabilitation and modernization of Moccasin Powerhouse and to make an investigation of the Priest Reservoir Dam. Moccasin Powerhouse has been in operation since 1925 with no over-all major rehabilitation. Operation is becoming increasingly complicated by reason of increasing misalignment of the main generating units, deterioration of the turbine water wheels, deterioration of the main generators and power transformers and the obsolescence of the oil circuit breakers, governors and auxiliary equipment, all resulting in increased maintenance cost and lowered operating efficiency.

These problems indicate the necessity of a detailed study to determine an economic solution and to evaluate the benefits obtainable by application of modern equipment developments and plant design practices. It is intended that this study and report will include the following:

1. Investigation of existing problems associated with the major equipment foundations.

2. Evaluation of existing principal plant equipment to determine the feasibility of modernization of replacement.

3. Exploring methods for increasing operating efficiency and reducing operating costs by addition of modern control systems and plant automation.

4. Investigation of effect on Priest Dam of increasing the operating water level of Moccasin Powerhouse Forebay.

5. Results of the investigation; conclusions and recommendations; and cost estimates.

C - RECONSTRUCTION OF PELA PORTAL COTTAGE - $4,500

This cottage is adjacent to the east portal of the Coast Range Tunnel, valvehouse and chlorination plant and is occupied by the plant's Operating Engineer. The cottage was constructed in 1937 and due to ground settlement and deteriorated underpinning has suffered considerable structural damage. It is necessary to reconstruct the foundation, level the building, repair structural damage and refinish the interior and exterior.

D - STREAM GAGING STATION, LAIRD SLOUGH, SAN JOAQUIN RIVER- $3,074

This gaging station is one of four maintained by the City for the past thirty years on the lower San Joaquin River and its tributaries to protect the City's interests in the event of litigation involving the flows at these locations as affected by the City's operations on the upper Tuolumne River. Stanislaus County is constructing a new bridge and will remove the present bridge on which the gaging station is located. It is necessary to move and reconstruct the station at a new site.

Total estimated cost	$5,040
Available in Appropriation No. 1.756.053.000	1,966
Additional amount necessary	$3,074

F - SAWDUST COLLECTION SYSTEM - MOCCASIN CARPENTER SHOP - $1,200

This installation will consist of a blower, cyclone to accumulate dust, storage bin, and ducts, to collect sawdust and shavings from two power saws and a jointer. At the present time sawdust and shavings pile up on the floor and become suspended in the air, resulting in a hazard to the safety and health of personnel. The Safety Engineer of the State Division of Industrial Safety has been critical of this situation.

A - PORTABLE CLAMP ON AMMETERS WITH CASES - $150 (2)
Those portable meters are required, one at Cherry Powerhouse and Intake Switchyard, and the other at Warnerville Substation, for testing and trouble-shooting on electrical cables, circuits, and equipment, where the circuit cannot be interrupted.

B - MEGOHM INSULATION TESTOR - $160
This instrument is required at Cherry Powerhouse and Intake Switchyard for routine testing of cables, generator windings and the circuits of other equipment for defective insulation which may lead to breakdowns.

C - DIAL INDICATOR - $75
This measuring instrument is required for periodic checking of generator and turbine shaft runouts and balances at Cherry Powerhouse.

D - ONE 1/4" ELECTRIC HAND DRILL - $50
This drill is needed for electrical maintenance and repair work at Cherry Powerhouse and Intake Switchyard.

E - ONE-TON HAND HOISTS - $150 (2)
These hoists are needed for lifting heavy electrical and mechanical equipment, manhole covers, stores, etc., at Cherry Powerhouse and Intake Switchyard in performing maintenance work. The two hoists will be operated in unison, one to lift and one to pull the equipment away from its position.

F - FOLDING STEPLADDERS - $50 (3)
These ladders are needed at Cherry Powerhouse and Warnerville Switchyard for use in maintenance, testing and repair of electrical and mechanical equipment.

G - ELECTRIC RANGES - $500 (2)
The electric ranges in Moccasin Cottage No. 30 and Tesla Portal Cottage were owned by the employee-occupants and were removed upon their recent retirement. Under monthly rentals established by the Annual Salary Ordinance this equipment is furnished by the City. It is necessary, therefore, to provide ranges for the above cottages.

H - AIR CONDITIONER - $400
An air conditioner is required for Moccasin machine and automotive shop. This office is completely enclosed by the building, and air circulation is very poor. Summertime temperatures often exceed 100° F.

I - SOUND-POWERED PHONES - $75 (2)
At Cherry Powerhouse during adjustments of electrical and mechanical equipment and when transferring oil between the purification Room and unit bearings, transformers, and governor system, portable communication is required between different floor levels of the powerhouse.

J - SET OF GROUNDING EQUIPMENT - $200
This equipment consisting of insulated sticks, clamps fittings, and cable, is required for the grounding of various electrical circuits at Cherry Powerhouse for the protection of employees working on electrical equipment

L - BOND INTEREST AND REDEMPTION - $8,801,335

Issue	Interest	Redemption
1910	$ 90,000	$1,000,000
1925	81,250	250,000
1928	418,500	600,000
1932	82,360	200,000
1947	47,305	617,495
1949	20,912	220,000
1955	1,383,013	2,870,000
1961	675,500	245,000
	$2,798,840	$6,002,495

M - E107 POWERHOUSE ELECTRICIAN - $2,703
These employees are required to work occasionally for routine maintenance and inspection of the generating units at Moccasin Powerhouse and Cherry Powerhouse. Units can be shut down only on Sunday.

Form 4193

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC UTILITIES COMMISSION - UTILITIES ENGINEERING BUREAU

BUDGET EXPLANATIONS

Index Number 765

FISCAL YEAR 1962 - 63

Sheet Number 2

EXPLANATION SHEET "B"

ALLOCATION OF POSITIONS

CLASS NO.	NUMBER OF POSITIONS	AMOUNT	OPERATING FUNDS S.F. AIRPORT	MUNICIPAL RAILWAY	HETCH HETCHY PROJECT	TO BE PRO-RATED	CONSTRUCTION FUNDS 1955 H.H. BOND	1956 AIRPORT BOND	1961 WATER BOND	TO BE PRO-RATED
B4	2	13,344				6,672 (1)				6,672 (1)
B10	1	9,384								9,384 (1)
B210	1	4,092				4,092 (1)				
B408	5	26,820				21,456 (4)				5,364 (1)
B412	2	12,670				6,335 (1)				6,335 (1)
B512	5	25,908				10,365 (2)				10,362 (2)
F100	3	14,940							5,181 (1)	
F102a	9	60,204	6,767 (1)	6,767 (1)	13,536 (2)				14,940 (3)	
F102b	2	12,132					6,767 (1)	6,767 (1)	19,600 (3)	
F102c	2	13,196							12,132 (2)	
F104a	6	43,794	7,299 (1)		7,299 (1)		6,598 (1)	6,598 (1)		
F104b	2	14,598			7,299 (1)		7,299 (1)	7,299 (1)	14,598 (2)	
F104c	1	6,678			6,678 (1)				7,299 (1)	
F108	1	11,964	11,964 (1)							
F120	2	15,456	7,728 (1)					7,728 (1)		
F122	2	15,840	7,920 (1)					7,920 (1)		
P202	1	6,678					6,678 (1)			
F401a	6	41,199			6,867 (1)		13,733 (2)	6,866 (1)	13,733 (2)	
F401b	2	13,032					6,516 (1)		6,516 (1)	
F401c	2	13,272					6,636 (1)	6,636 (1)		
F404a	6	49,283	8,214 (1)		16,427 (2)			8,214 (1)	16,428 (2)	
F404b	4	31,566			7,892 (1)			7,892 (1)	15,782 (2)	
F404c	3	24,024		8,008 (1)			8,008 (1)	8,008 (1)		
F406a	10	102,621	10,262 (1)	10,262 (1)	10,262 (1)		20,524 (2)	20,524 (2)	30,787 (3)	
F406b	4	40,044	10,011 (1)				10,011 (1)	10,011 (1)	10,011 (1)	
F406c	5	52,129	10,426 (1)		20,851 (2)		10,426 (1)	10,426 (1)		
F410a	4	51,728			12,932 (1)		12,932 (1)	12,932 (1)	12,932 (1)	
F410b	1	13,188			13,188 (1)					
F410c	3	39,564		13,188 (1)			13,188 (1)		13,188 (1)	
F412a	4	56,928	14,232 (1)		14,232 (1)		14,232 (1)	14,232 (1)		
F412b	1	14,550			14,550 (1)					
F412c	2	27,474			13,737 (1)		13,737 (1)			
P606	1	6,678					6,678 (1)			
01	1	7,188				7,188 (1)				
X40	1	7,356				7,356 (1)				
	107	$899,522	$94,823 (10)	$38,225 (4)	$165,750 (17)	$63,464 (11)	$163,963 (18)	$142,093 (16)	$193,127 (25)	$38,117 (6)
					31,732					
			9,098	3,808	18,826	31,732*				
						31,732**	12,494	10,824	14,799	38,117**
		$899,522	$103,921	$42,033	$216,308	- 0 -	$176,457	$152,917	$207,926	- 0 -

* Administrative - Chargeable to Hetch Hetchy Project

** Indirect labor - Pro-rated to all funds

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962 - 63

Department, Board or Commission PUBLIC UTILITIES COMMISSION - UTILITIES ENGINEERING BUREAU — Index Number 765 — Sheet Number 1

			INTERFUND RECEIPTS					
			OPERATING FUNDS			CONSTRUCTION FUNDS		
		TOTAL	S.F. AIRPORT	MUNICIPAL RAILWAY	HETCH HETCHY PROJECT	1955 HETCH HETCHY POWER BOND FUND	1956 AIRPORT BOND FUND	1961 WATER BOND
110.000	PERMANENT SALARIES	$ 899,522	$103,921	$42,033	$216,308	$176,457	$152,877	$207,926
110.001	PERMANENT SALARIES - CONSTRUCTION	552,660	7,500			272,256	204,984	67,920
111.000	ALLOWANCE FOR OVERTIME	1,500	435	180	885			
111.001	ALLOWANCE FOR OVERTIME - CONSTRUCTION	15,000				6,150	4,950	3,900
112.001	ALLOWANCE FOR HOLIDAY - CONSTRUCTION	5,000				2,050	1,650	1,300
113.000	EXTENDED WORK WEEK	2,157	626	259	1,272			
120.001	TEMPORARY SALARIES - CONSTRUCTION	20,000				8,200	6,600	5,200
200.000	CONTRACTUAL SERVICES	6,052	1,755	726	3,571			
204.000	USE OF HETCH HETCHY WATER SUPPLY AUTOS	2,500	725	300	1,475			
283.000	CONFERENCE EXPENSES	100	29	12	59			
300.000	MATERIAL AND SUPPLIES	3,216	933	386	1,897			
400.000	EQUIPMENT	1,760			1,760			
801.000	ACCIDENT COMPENSATION	5,500	440	165	825	1,705	1,375	990
812.000	FIDELITY INSURANCE	35	10	4	21			
860.000	RETIREMENT ALLOWANCE	74,050	5,924	2,222	11,107	22,956	18,512	13,329
862.000	SOCIAL SECURITY	22,950	1,836	689	3,442	7,115	5,737	4,131
865.000	HEALTH SERVICE	3,500	280	105	525	1,085	875	630
		$1,615,502	$124,414	$47,081	$243,147	$497,974	$397,560	$305,326

A - SOCIAL SECURITY - $22,950

Total Employments	174
Number of employees not members of Social Security	21
	153
Annual cost per employee	$150
	$22,950

B - HEALTH SERVICE SYSTEM - $3,500

Hetch Hetchy's share of the administrative cost of the Health Service System.

D - 1 DESK AND 1 CHAIR - $350

This desk and chair are needed in the reception office of the General Manager for use by various individuals of the public and staff in checking project reports, filling out forms, and signing documents.

E - 2 ELECTRIC TYPEWRITERS - $800

Replacing the following machines that are worn out and beyond economical repair. Royal #X 1087058, Underwood #4791313-11

F - PRES-TO-LINES - $110

At the present time there is one line-o-time and one copy holder in the typist pool and these must be moved from one employee to another. There are four employees in the pool and it is planned to purchase an additional two Pres-To-Lines

G - REFERENCE BOOKS - $600

Estimated cost of reference books required for the fiscal year 1962 - 63

I - TRAVEL EXPENSE - $500

Expenses for the attendance of one employee at the American Water Works convention at Kansas City in May 1962 authorized by B/S Ordinance No. 4942

FORM 0250

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission PUBLIC UTILITIES COMMISSION - UTILITIES ENGINEERING BUREAU — Index Number 765 — Sheet Number 3

A - ADJUSTMENT OF SALARIES IN ACCORDANCE WITH ANNUAL SALARY STANDARDIZATION ORDINANCE.

C - PERMANENT SALARIES - 13 NEW POSITIONS

All the positions shown in this budget are financed by other funds, either operating or bond funds. They are renewed each year and adjustments are made with the need of the construction program that is to be carried out for the budget year. After a study, it has been determined that 13 additional positions will be required for the fiscal year in connection with the 1961 Bond Fund. These positions are as follows:

2	P102a	Draftsman	Civil	2	P404a	Asst. Engr. 1	Civil
1	P102b	Draftsman	Mech	2	P404b	Asst. Engr. 1	Mech
1	P104a	Sr. Draftsman	Civil	2	P406a	Asst. Engr. II	Civil
1	P401a	Jr. Engineer	Civil	1	P406b	Asst. Engr. II	Mech
1	P401b	Jr. Engineer	Mech				

D - CONSTRUCTION EMPLOYMENTS - $485,490

These positions and amounts requested are the estimated requirements for the fiscal year. All eight new positions requested are for field work in connection with the 1961 Bond Fund. Of the existing positions, one position of Construction Engineer has been deleted and replaced by an Asst. Construction Engineer.

CLASS	1955 H. H. BOND	1956 AIRPORT BOND	1961 WATER BOND	TOTAL
Building Inspector		$ 9,384 (1)		$9,384
Chief of Party	$17,472 (2)	8,736 (1)	$8,736 (1)	34,944
Engineer	26,376 (2)		13,188 (1)	39,564
Engr. Asst. I	8,940 (1)	17,880 (2)	8,940 (1)	35,760
Engr. Asst. II	10,860 (1)	10,860 (1)		21,720
Engr. Construction	15,504 (1)			15,504
Engr. Asst. Constr.	14,304 (1)	14,304 (1)		28,608
Engr. Jr.	15,456 (2)	23,184 (3)		38,640
General Clerk Typist	5,232 (1)	5,232 (1)		10,464
Housekeeper	9,024 (2)			9,024
Inspector	46,368 (6)	61,824 (8)	15,456 (2)	123,648
Instrument Man	23,760 (3)	15,840 (2)	7,920 (1)	47,520
Senior Inspector	17,880 (2)	17,880 (2)		35,760
Surveyor's Field Asst.	54,720 (8)	27,360 (4)	13,680 (2)	95,760
General Storekeeper	6,360 (1)			6,360
	$272,256 (33)	$212,484 (26)	$67,920 (8)	$552,660
To Airport Operating		7,500		
		$204,984		

E - 111,000 OVERTIME - $1500

Estimated as follows:

Chauffeur	$1,000
Engineering Classifications	250
Clerical Classifications	250

F - 111.001 OVERTIME CONSTRUCTION - $15,000

This is for overtime needed for either the field or office crew. In the field it is needed to pay employees who are required to work overtime, especially when the contractor works on Saturday or more than eight hours a day. Overtime in the office would be for any services to the bond funds that would require emergency overtime.

G - 112.001 HOLIDAY PAY CONSTRUCTION - $5,000

Holiday pay for the field crew when they are required to work holidays that are not recognized by contractors, such as Columbus Day, Admission Day, Election Day, etc.

B - 113.000 EXTENDED WORK WEEK - $2,157

01 Chauffeur (Brogan) on 48 hour week, $41.48 per day for 52 days.

I - 120.001 TEMPORARY SALARIES CONSTRUCTION - $20,000

This request is for the hiring of temporary employees, either in the field or the office, for services to be supplied the various bond funds.

J - 204 USE OF H.E.W.S. AUTOS - $2,500

This appropriation is to pay for the use of the Hetch Hetchy Project automobiles on a mileage basis and is the average of the last five years.

K - CONFERENCE EXPENSE - $100

Expenses of meetings between Retch Hetchy engineers and executives and the officials of the Civil Asronautics Authority, other governmental agencies and representatives of various organizations having dealings with the City's utilities.

L - ACCIDENT COMPENSATION - $5,500

This is for any medical or disability payments to employees assigned to services of the various funds who might be injured in an industrial accident.

M - PENSION AND RETIREMENT ALLOWANCE - $74,050

		BOND FUNDS	OPERATING FUNDS	TOTAL
765.110.000		$538,346	$362,262	$900,608
765.110.001	546,360			
765.111.000			1,500	1,500
765.111.001	15,000			
765.112.001	5,000			
765.113.000			2,157	2,157
1/2 not in retirement	566,360	283,190		283,190
		$821,536	$365,919	$1,187,455
Retirement Rate				6,236
				$74,050

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC UTILITIES COMMISSION - 1956 AIRPORT BOND FUND

BUDGET EXPLANATIONS

Index Number 859

FISCAL YEAR 1962 - 63

Sheet Number 1

A - DETAIL OF TRANSFERS TO UTILITIES ENGINEERING BUREAU

	859.054	859.056	859.057	859.060	TOTAL
765.110.000	$10,824	$142,053			$152,877
765.110.001			$204,984		204,984
765.111.001			4,950		4,950
765.112.001			1,650		1,650
765.120.001			6,600		6,600
765.801.000				$1,375	1,375
765.860.000	555	7,035	10,922		18,512
765.862.000	172	2,180	3,385		5,737
765.865.000	26	332	517		875
	$11,577	$151,600	$233,008	$1,375	$397,560

B - 054 - ADMINISTRATIVE EXPENSES - $11,577

Auditing and accounting expenses chargeable to the 1956 Airport Bond.

C - 056 - PLANS AND SPECIFICATIONS, GENERAL OFFICE - $151,600

Under this account are charged all personal services, supplies and expenses of the Utilities Engineering Bureau in connection with plans and specifications of the bond fund.

D - 057 - INSPECTION, SUPERVISION AND FIELD ENGINEERING - $233,008

This account includes all personal services, supplies and expenses of the Utilities Engineering Bureau in connection with inspection, supervision and field engineering for construction performance.

E - 060 - INJURIES AND DAMAGES - $1,375

These funds are provided for costs of injuries to persons or damages to property of others; also, any cost of investigation or defense against any action for such injury or damage.

F - EQUIPMENT - $81,280

Cost of furniture requested for public areas, maintenance equipment and equipment for the operations and communications division for the new South Terminal Building at the San Francisco International Airport.

Furniture for Public Areas	$63,293
Maintenance Equipment	10,712
Operations and Communications Division Equipment	7,275

FORM 4880

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962 - 63

Department, Board or Commission PUBLIC UTILITIES COMMISSION - 1955 HETCH HETCHY POWER BOND FUND — Index Number 858 — Sheet Number 1

A - DETAIL OF TRANSFERS TO UTILITIES ENGINEERING BUREAU

	858.054	858.056	858.057	858.060	TOTAL
765.110.000	$12,494	$163,963			$176,457
765.110.001			$272,256		272,256
765.111.001			6,150		6,150
765.112.001			2,050		2,050
765.120.001			8,200		8,200
765.801.000				$1,705	1,705
765.860.000	687	8,035	14,234		22,956
765.862.000	213	2,490	4,412		7,115
765.865.000	33	380	672		1,085
	$13,427	$174,868	$307,974	$1,705	$497,974

B - 054 - ADMINISTRATIVE EXPENSES - $13,427

Auditing and accounting expenses chargeable to the 1955 Hetch Hetchy Power Bond Fund.

C - 056 - PLANS AND SPECIFICATIONS, GENERAL OFFICE - $174,868

Under this account are charged all personal services, supplies and expenses of the Utilities Engineering Bureau in connection with plans and specifications of the bond fund.

D - 057 - INSPECTION, SUPERVISION AND FIELD ENGINEERING - $307,974

This account includes all personal services, supplies and expenses of the Utilities Engineering Bureau, in connection with inspection, supervision and field engineering for construction performance.

E - 060 - INJURIES AND DAMAGES - $1,705

These funds are provided for costs of injuries to persons or damages to property of others; also, any cost of investigation or defense against any action for such injury or damage.

A - DETAIL OF TRANSFERS TO SAN FRANCISCO WATER DEPARTMENT

	861.054	861.056	861.057	861.060	Total
745.110.001	$4,194	$267,590	$69,146	$	$340,930
745.111.001		1,000	6,000		7,000
745.120.001		5,000	6,000		11,000
745.801.000				5,000	5,000
745.860.000	243	15,520	4,011		19,774
745.862.000	128	5,021	1,289		6,438
745.865.000	30	1,177	303		1,510
	$4,595	$295,308	$86,749	$5,000	$391,652

B - 861.050 - CONSTRUCTION - $15,367,000

Estimated funds required for construction for 1962-1963
San Antonio Dam - $5,097,000
Bay Division Pipe Line No. 4 - $10,270,000

C - 861.054 - ADMINISTRATIVE EXPENSES - $10,000
Auditing & Accounting and general expenses of bond fund

D - 861.055 - Architectural & Engineering Contracts - $5,000
Professional contracts for aerial photos of Bay Division Pipe Line, electrolysis and other professional services that might be required in connection with the bond fund.

E - 861.056 - Plans & Specifications - $315,000
Expenses in connection with plans & specifications such as personal services, contractual services, material and supplies, etc.

F - 861.057 - Inspection, Supervision and Field Engineering - $110,000
Expenses in connection with field engineering and as personal services, contractual services, material and supplies, etc.

G - 861.060 - Injuries & Damages - $5,000
These funds will be used for expenses in connection with injuries to persons or damage to property of others; also, any cost of investigation or defense against any action for such injury or damage.

H - 861.064 - Equipment - $60,000
Funds for the following equipment are requested:

H - 861.064 EQUIPMENT, Cont'd

1	4 Wheel Drive Pickup	
2	Station Wagons	$10,500
12	Sedans, Class A	30,800
7	Mobile Radio Units	6,650
1	Adding Machine	400
1	File Cabinet	300
1	Plan File Drawer Unit	400
9	Drafting Tables	2,150
2	Desks	850
2	Swivel Chairs	400
2	Side Arm Chairs	120
1	Set Lettering Guides	115
12	Clothes Lockers	240
	Miscellaneous Equipment	1,075
	TOTAL	$60,000

FORM 4180

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962 - 63

Department, Board or Commission: PUBLIC UTILITIES COMMISSION - HETCH HETCHY PROJECT — Index Number 860 — Sheet Number 1

1961 Municipal Water System Bond Fund

A - DETAIL OF TRANSFERS TO UTILITIES ENGINEERING BUREAU

	860.054	860.056	860.057	860.060	Total
765.110.000	$ 14,799	$193,127			$207,926
765.110.001			$67,920		67,920
765.111.001			3,900		3,900
765.112.001			1,300		1,300
765.120.000			5,200		5,200
765.801.000				$990	990
765.860.000	662	8,996	3,571		13,229
765.862.000	207	2,809	1,115		4,131
765.865.000	32	428	170		630
	$15,700	$205,360	$83,176	$990	$305,226

B - 860.050 - CONSTRUCTION - $25,670,000

Estimated funds needed for construction for the fiscal year 1962-1963 are as follows:

San Joaquin Pipe Line No. 3	$ 9,000,000
Payments - New Don Pedro Dam	16,670,000
TOTAL CONSTRUCTION	$25,670,000

C - 860.054 - ADMINISTRATIVE EXPENSES - $50,000

Auditing and accounting expenses chargeable to the 1961 Water Bond Fund.

D - 860.056 - PLANS AND SPECIFICATIONS, GENERAL OFFICE - $250,000

Under this account are charged all personal services, supplies and expenses in connection with plans and specifications of the bond fund.

E - 860.057 - INSPECTION, SUPERVISION AND FIELD ENGINEERING - $150,000

This account includes all personal services, supplies and expenses in connection with inspection, supervision and field engineering for construction performance.

F - 860.060 - INJURIES AND DAMAGES - $20,000

These funds are provided for costs of injuries to persons or damages to property of others; also, any cost of investigation or defense against any action for such injury or damage.

G - 860.063 - TESTING AND INSPECTION - $20,000

Funds are requested for testing and inspection of material required on San Joaquin Pipe Line #3.

Form 4260

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission - employees' Retirement System

BUDGET EXPLANATIONS

Index Number 911

FISCAL YEAR 1962-1963

Sheet Number 2

2-A Rental of office machines as follows:

IBM	$ 41,472
Postage and Meter	72
Typewriters	188
	$ 41,732

2-B

Credit Rating Service	$ 1,000
Index Service	150
City Directory	80
	$ 1,230

Services for use of investigators.

2-C No electrical supplies needed.

2-D Additional funds requested because of increased use of photo copying machine.

2-E Replacing posture chairs that are in very poor condition.

2-F These typist desks are approximately 20 years old and in poor condition.

2-G Present office desks are over 20 years old and in poor condition.

2-H Present comptometer desks are in poor condition and are not large enough for efficient use.

2-I Existing tables are very old and in poor condition.

2-J Office Furniture in Secretary's office is approximately 20 years old. Retirement Board meetings are held in the Secretary's office, and the existing furniture does not provide adequate accommodations for the Retirement Board and the Secretary.

2-K

Make	Serial No.	Year	Estimated Cost of Replacement	Est. Trade In Allowance	Net Amount Requested
R.C.Allen	8-24474.2a	1956	$ 200.00	$ 10.00	$ 190.00
R.C.Allen	A-220024.5a	1957	200.00	10.00	190.00
R.C.Allen	A-220024.7a	1957	200.00	10.00	190.00
			$ 600.00	$ 30.00	$ 570.00

These machines do not give good performance, and maintenance costs on them are very high.

2-L

Underwood	599766	1940	$ 360.00	$ 10.00	$ 350.00

Maintenance cost is high. Machines now in need of complete overhaul.

2-M These units needed by tabulating division. These facilities were built-in at old offices.

2-N The department has been renting 3 typewriters for over one year. These typewriters are needed on a permanent basis.

2-O Additional numbering machines required because offices are located on different floors. Formerly the numbering machines were available in 1 location for common use.

2-P Present time stamps located on 4th floor. New time stamps needed on 3rd floor.

2-Q Panels needed for new tabulating applications.

2-R Membership dues: Security Analysts of S. F. Authorized by Sec. 16.6 of San Francisco Administrative Code.

2-S City's Social Security Tax for Retirement System employees. Increase due to raise in rate and higher salaries.

Form 4560

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission. Employees' Retirement System

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 911 Sheet Number 1

1-A.	Total Permanent Salaries 1961-62.	314,462
	Increments 1962-1963	4,387
	Other Modifications:	
	(1) Increase in Interdepartmental	-1,738
	(2) New job request	4,404
	Total 1962-1963 Requests	321,515

1-B Supplemental Appropriation Adjustments

Created (3) 1842 Management Assistants Ord. 191-61	21,042
Created (1) 1476 Senior Process Claims Clerk Ord 191-61	4,860
Abolished (1) B224 Actuarial Clerk Ord 191-61	-4,940
Abolished (2) B 512 General Clerk-Typist Ord 191-61	-9,510
Abolished (1) B408 General Clerk-Stenographer Ord 191-61	-5,364
Created (1) 1630 Account Clerk Ord 301-61	2,327
Abolished (1) B512 General Clerk-Typist Ord 301-61	-2,435
Total Supplemental appropriation adjustments	5,980

1-C Additional funds for overtime needed to cover emergencies such as delays in mailing of retirement allowance warrants and delays caused by machine failure in tabulating division.

1-D To provide funds for vacation relief.

1-E Additional amount needed for examination of applicants for out-of-city residence and applicants for disability retirements.

1-F Additional amount needed for employment of hearing reporter. Current year's experience used as basis for increase.

1-G Based upon increased use of cars by investigators.

1-H One representative to attend meeting of Municipal Finance Officers' Association, at location not yet known, in May, 1963. Amount requested $550.00.
One representative to attend meeting of Security Analysts Association at Chicago, Illinois, in May, 1963. Amount requested $500.00.
One representative to attend meetings of Actuarial Club of Pacific States, at location not yet known, in November 1962 and May, 1963.
Amount requested $260.00.
Membership in the above listed organization authorized by Sec. 16.6 of S. F. Administrative Code.

1-I Maintenance and repair of office machines:

Comptometers	$ 103
Adding Machines	150
Calculators	348
Typewriters	94
	$ 700

1-J Based on current year's experience

1-K Microfilm program allowed in last year's budget. No funds being requested for this program this year.

1-L Department will not be billed by Bureau of Light, Heat and Power at new offices at 450 McAllister Street.

1-M Increase caused by changes in telephone service at new offices.

1-N Based on current year's experience and increased use because of increasing number of retired members.

Form 410

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: Employees' Retirement System — Index Number 911 — Sheet Number 4

	Salary Base Members only	City Contribution Rate Applied	Retirement System Budget Computation	Reference Index
Military Leave-By Retirement System Tax Rate				
Police	55,675	17.268%	9,614	
Fire	18,605	15.802%	2,940	
Misc. Depts	23,958	6.236%	1,494	
Add: Employees' Contributions made by City when M/L Base Pay is under $250.00. On basis of employees now on M/L from Gen. Fund Departments, Including Police & Fire			2,410	
Total military leave charge to Retirement System Tax Rate.			16,458	4-A
Current Service- By Retirement System Tax Rate. On basis of 1961-62 Final Budget estimates for personal services allowing for substitution of 1962-63, Police and Fire Budget Requests for civilian employments	40,824,002	6.236%	2,545,785	4-B

Current Service-Including military leave provisions-Special Fund Departments

	Depts. Budg. Req. Ret. Allow	Dept. Budg. Req. Memb. Salaries	City's M/L Salaries	City Contr. Rates	City Contr. W/O Emp. M/L	Empl. Contr.		
Park & Recreation	355,204	5,696,023	2,758	6.236%	355,239	186	355,425	4-C
Library	94,686	1,518,390		6.236%	94,686		94,686	4-D
War Memorial	16,806	269,488		6.236%	16,806		16,806	4-E
California Palace Leg. of Honor	13,699	211,580		6.236%	13,194		13,194	4-F
M.H. DeYoung Museum	24,080	386,139		6.236%	24,080		24,080	4-G
Special Rd. Improvement Fund	125,586	2,013,887		6.236%	125,586		125,586	4-H
Special Gas Tax Street Improv.	9,919	159,000		6.236%	9,919		9,919	4-I
Public Utility Commission	20,474	328,320		6.236%	20,474		20,474	4-J
Light, Heat and Power	5,761	92,383		6.236%	5,761		5,761	4-K
Airport	90,491	1,451,100		6.236%	90,491		90,491	4-L
Municipal Railway Operating	1,006,681	17,928,425		5.615%	1,006,681		1,006,681	4-M
Water Operating	245,845	3,942,350		5.800%	245,845		245,845	4-N
Hetch-Hetchy Project	63,921	1,025,032		6.236%	63,921		63,921	4-O
Hetch-Hetchy Eng.	74,050	1,187,460		6.236%	74,050		74,050	4-P
S. F. Unified School District	2,538,064	40,700,192	7,168	6.236%	2,538,064		1,238,064	4-Q
*Less Credit--see below	1,300,000				1,300,000			
Health Service System	11,503	184,451		6.236%	11,503		11,503	4-R
Child Care Center	48,000	769,725		6.236%	48,000		48,000	4-S
School Cafeteria	37,800	606,160		6.236%	37,800		37,800	4-T
	3,482,570						3,482,286	

*Estimated credit to be applied against 1962-63 current payroll billing for S. F. U. S. D. as required under Charter Section 16.4.

Adjustments based on salary and personnel changes. Estimates subject to adjustment after budgeted personal services are established.

801

FORM 6250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Employees' Retirement System

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 911 Sheet Number 3

3-A

EQUIPMENT
EXPLANATION SHEET

OE	PO. NO.	DESCRIPTION	1960-1961 EXPENDITURE
402	58383	1 Chalndex cabinet	$ 461.24
"	70184	1 Card punch desk, 4 drawers	84.24
"	68218	2 Storage cabinets, 4 sets wire trays	491.92
"	62411	1 Hand truck, Aluminum	32.65
"	71588	2 Tab. card files, 22 drawer	667.21
"	65627	12 Tab. card box units	78.50
"	67250	1 Comptograph	418.33
"	68219	6 Posture chairs	194.38
"	72003	3 Machine desks, walnut	600.60
"	68911	6 Typist desks, Walnut finish	728.23
"	69393	2 Clerical Desks, Walnut	245.94
"	71047	3 Filing cabinets, two drawer	170.29
"	74522	2 Filing cabinets on casters	50.96
"	78406	4 Typewriters, Olympia 12", pica type	655.60
"	80926	8 Transfer cases	21.91
"	77643	1 Filing cabinet, Legal size	143.19
"	77603	1 Typewriter desk, Walnut finish	121.37
412	80508	1 Burroughs calculator	727.52
"	79459	1 Monroe Calculator	700.20
491	Warr #4633	Administrative Code and Charter Supp'l.	79.30
			$ 6738.58

Fiscal Year	O.E.	DESCRIPTION	1961-62 Budget Allow.	1961-1962 Expenditure 1st -6 Months	2nd-6 Months
1961-1962	402 Rep	4 Posture Chairs	$120.00	$ 130.00	-
"	402 "	2 Office Chairs	120.00		$120.00
"	402 "	4 Typist Desks	500.00		
"	402 "	3 Office Desks	375.00	900.00	
"	402 "	2 Comptometer Desks	300.00	384.00	
"	402 "	2 Tables, Walnut	160.00		160.00
"	402 "	10 Metal Wardrobe Cabinets	750.00		632.00
"	402 "	10 Sec. Metal Shelving 3 x 18" x 5"	700.00		700.00
"	402 "	48 Tab. Card Box Units	320.00	195.00	125.00
	402 "	Purchase and Installation			
	"	of Revised flling system	9890.00		9890.00
"	412 New	3 Typewriters	600.00		600.00
"	412 "	1 Photo-copying Machine	350.00		350.00
"	402 "	6 File Drawers 5" x 8"	30.00		30.00
"	402 "	3 Film Storage Cabinets	1265.00		1265.00
"	412 "	1 Typewriter	200.00	199.00	-
"	412 "	1 Reader Printer	700.00		700.00
"	442 "	1 Water Fountain	190.00		190.00
			$ 16,570.00	$ 1,808.00	$ 14,702.00

FORM 4290

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission Employees' Retirement System

BUDGET EXPLANATIONS

Index Number 911

FISCAL YEAR 1982-83

Sheet Number 6

		Salary base members only	City's Contribution Rate Applied	Retirement System Budget Request	Reference Index
Fire- Current Service					
Uniform Force- per Fire Dept. Budget Req. C/S' Salaries	13,580,081				
Less: "169" Old Fire Benefits	1,461,808	12,118,273	15.802%	1,914,613	
Current Service Benefits Non Reserve					
Service Retirements	1,030,823				
Disability Retirements	246,796				
Death Allowances	145,886			1,423,505	
Total Fire Current Service				3,338,118	5-G
Fire- Prior Service Benefits					
Service Retirements	1,145,701				
Disability Retirements	398,847				
Death Allowances	171,256			1,717,804	5-H
Total Retirement Pensions and allowances				15,550,469	
Less: Special Fund Items				3,986,262	
Total Retirement Pensions and Allowances by Retirement System Tax Rate				11,564,207	

Prior service benefit increases or decreases as listed on Explanation Sheet No. 5 are due to difference between benefits terminated because of death and benefits paid because of new retirements.

Current service adjustments listed on explanation sheet No. 5 are based on salary and personnel changes. Estimates subject to adjustment after budgeted personal services are established.

6-A Estimate based on current year's experience

6-B Estimates furnished by special funds departments.

		Salary Base Members Only	City's Contribution Rate Applied	Retirement System Budget Request	Reference Index
Prior Service Benefits					
By Retirement System Tax Rate					
Service Retirements	181,457				
Disability Retirements	25,428			206,885	5-A
Special Funds					
S. F. Unified School District					
Service Retirements	362,520				
Disability Retirements	71,416			433,936	5-B
Municipal Railway					
Service Retirements	57,008				
Disability Retirements	8,878			65,886	5-C
Water Department					
Service Retirements	3,769				
Disability Retirements	101			3,870	5-D
Police-Current Service					
Uniform Force-Per Police Dept. Bud. Req. C/3 Salaries	14,171,661				
Less: "166 Old Police Salaries	34,788	14,136,873	17.268%	2,441,155	
Current Service Benefits. Non Reserve					
Service Retirements	49,467				
Disability Retirements	99,700				
Death Allowances	58,059			207,226	
Total Police Current Service				2,648,381	5-E
Police Prior Service Benefits					
Service Retirements	605,633				
Disability Retirements	301,495				
Death Allowances	177,692				
1-8-32 "Old Police" Bal due from City (Members' Accumulated Contributions Est. Repayments during year)	5,400				
Interest due from City on "Old Police" balance	496			1,090,716	5-F

(Continued on next page.)

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission HEALTH SERVICE SYSTEM

BUDGET EXPLANATIONS

FISCAL YEAR 1962-1963

Index Number 922 Sheet Number 2

A SUBSISTENCE AND CARE OF PERSONS - INCREASE $100

To defray the costs of dinners for the Health Service Board and Divisions Heads of the System in January 1963. Board meeting held at 4:00 P.M. - recesses at 6:00 P. M. for dinner meeting with alternate plans and organizations, followed by Annual Public Hearing at 8:00 P.M. until adjournment. Public Hearing mandatory under the provisions of Charter Section 172.1,4. It is necessary that the Board and Division Heads of the System attend all sessions, making it impossible to go to respective homes for dinner and return.

B AUDITING AND ACCOUNTING SERVICES - INCREASE $1,500

This item was erroneously omitted from the previous budget. Monies were transferred from other sources to the Controller to perform the audit for the fiscal year 1960-1961. The Health Service Board requests that an annual audit be made of the Health Service System, either by an outside CPA firm or by the Controller's staff, at the discretion of the Controller.

C ALLOWANCE FOR USE OF EMPLOYEES' CARS - INCREASE $35

More demands are being put on public relations with members, doctors, hospitals and other organizations connected with Health Service matters, which require the Executive Director and members of his staff to visit these individuals and firms at their respective places of business to discuss Health Service procedures and rules. More automobile transportation is necessary as trips are being made outside of the San Francisco area where needed as well as calls within the immediate vicinity.

D MISCELLANEOUS HARDWARE - INCREASE $15

The Health Service System has recently moved to its new location and this requires additional keys, locks and miscellaneous hardware. This is a one time item and it is not contemplated it will be repeated in future requests.

E BOTTLED WATER - DECREASE $64

The Health Service System in its new location will have fountain drinking water available for use and the continued use of bottled water is no longer required.

F CHAIRS, VARIOUS - $555

4	Posture chairs, metal (Cosco)	@	$40	$160
3	Posture chairs, metal w/arms (Cosco)		55	165
4	Chairs, metal, with side/arms (Cosco)		35	140
2	Chairs, executive, metal, side arm		45	90
				$555

All chairs are old and falling apart, purchased by Health Service System before it became a city department. Vendors will not take these chairs in trade. Purchaser states no turn-in value.

G DESKS, EXECUTIVE, METAL $ 900

Replaces three old desks acquired by Health Service System prior to becoming a city department. Vendor states no trade-in value. Purchaser states no turn-in value. These three executive desks are needed for the Executive Director, Chief of Staff and Supervisor of the Claims Section, to replace old and unsightly desks that are now being used.

H WIRING PANELS AND COVERS $ 1,045

Wiring Panels and Covers for new Accounting Machine - IBM 407 requested.

Requesting	10 Panels at $75.00 each -	$	750.00
Trade-in	10 Panels at 30.00 each -		300.00
	Net		450.00
7 Complements of Wires at 385 each -			595.00
		$	1,045.00

FORM 4850

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-1963

Department, Board or Commission HEALTH SERVICE SYSTEM — Index Number 922 — Sheet Number 1

A PERMANENT SALARIES

TOTAL PERMANENT SALARIES 1961-1962	$ 168,646
INCREMENTS DUE DURING 1962-1963	191
OTHER MODIFICATIONS	13,614
TOTAL 1962-1963 REQUEST	$ 182,451

B ACCOUNTANT II (New) INCREASE $6,678

The accounting, budget and statistical section has an urgent need of an Accountant II. At the present time both the Executive Director and the Senior Accountant are doing the accounting, budget and statistical work, which takes time away from more important and necessary administrative functions. The passage of Proposition "F" in the November 1961 election has added a cost accounting procedure required by the Controller, which added duties require the services of an accountant of grade II level to adequately perform this work. Certain exhibits and schedules are prepared monthly for the Controller, the Health Service Board, the Board's actuary and the membership in general. The added employment can satisfactorily perform this function. The Controller concurs in this new employment, having discussed the added work required by Proposition "F" and the necessity of a more complete accounting set up brought out by the Controller's audit of the Health Service System for the past fiscal period.

C HEAD CLERK (New) INCREASE $6,516

The present table of organization of the Health Service System, Membership Section is as follows: 3 B-512 General Clerk Typists; 1 - 1630 and 1 B2 Account Clerk, 1 B-408 General Clerk Stenographer and 2 B-4 Accountants I, a total of 8 employees.

There is at present no head or supervisor of this most important section and the responsibility falls upon the Senior Accountant and or the Executive Director. The chain of command and the authority requires that a B-234 Head Clerk's position be created to take charge of the Membership Section and to train also for the Electronic Data Processing now under consideration for the departments of Controller, Health Service System and Retirement System.

In comparison with the Membership Section, the Medical Claims Section has seven employees as follows: 1 C-120 Claims Supervisor, 1 G-121 Assistant Claims Supervisor; 1 1476 Senior Claims Process Clerk; 3 1474 Medical Process Clerks and 1 B-408 General Clerk Stenographer. There is a definite degree of authority and chain of command which is lacking in the Membership Section and which is urgently needed. If the work is not properly accomplished in the Membership Section, the Claims Section cannot effectively or efficiently operate. The position of Head Clerk is needed in a growing department with a multitude of membership problems.

D FREIGHT, EXPRESS AND MOVING - INCREASE $ 500

It has been requested under Rental of Office Equipment to substitute 1 - 407 Accounting IBM machine for 1 - 402 Accounting IBM Machine. It is necessary to pay the freight and cartage for the new machine to be delivered as is also the case of returning the older machine.

Estimated cost of freight on new machine	$ 275.00
Estimated cost of freight on old machine	225.00
	$ 500.00

E SERVICES OF TABULATING BUREAU - DECREASE $ 1,250

This amount has been set up in previous periods for emergencies and increase work loads in the Health Service System Tabulating Section. Our own staff, with certain improvements, revisions and new form designs has eliminated a portion of the overload and it is now anticipated that the amount needed can be reduced by one-half.

F JANITORIAL SERVICES

This item was not budgeted for the fiscal year 1961-1962 as the Health Service System contemplated moving to new quarters in July 1961. The move will not take place in January or February 1962 and with the passage of Propoaition "F" in the November 1961 election no rent or janitorial services will be required. Monies have been transferred from the fixed charges to Contractual Services for the janitorial services for the months needed in 1961-1962.

G RENTAL OF OFFICE EQUIPMENT - INCREASE $ 4,560

It is requested that 1 407 Accounting IBM Machine be substituted for 1 402 Accounting Machine (IBM) at an increased cost of $380 per month or $4,560 per year. Cost of 407 is $850 per month as compared with $470 present cost of machine 402. The increased reports, statistics and membership work performed by the Tabulating Section required a machine with a greater capacity. The new machine operates 50% faster than the one it is to replace, has more printing surface, more total capacity, greater internal storage capacity and is more flexible to the work we would require. The Health Service System is the last city department to convert from a 402 to a 407 machine.

H ANNUAL SALARY INCREMENTS.

A ALLOWANCE FOR MEDICAL PLANS - INCREASE $ 1,348,640

CONTRACT PAYMENTS

PLAN I (MAJOR MEDICAL)			PLAN II (KAISER)	PLAN III (HARRIS & ASSOC.)	PLAN IV (BAY MEDICAL)
Employees	$ 436,800	Employee - Single - Active	$ 309,700	$ 38,000	$ 11,000
Employees + 1 Dep.	74,200	Employee - Single - Retired	123,000	4,200	5,500
Family	92,300	Employee - Active + 1 Dependent	266,280	12,000	9,500
	$ 603,300	Employee - Retired + 1 Dependent	69,792	540	8,000
		Family	851,228	25,260	54,000
			$1,620,000	$ 80,000	$ 88,000

These calculations are based on contract rates and on the estimated contract payments to be made for the Fiscal Year 1962-1963. They record an increase in the costs of retired employees and their dependents. The increased rate for the retired employee is further calculated and recorded in "Receipts by Transfer" in order to charge the various funds for such increase over the costs of active employees, that portion to be borne by the City and County and San Francisco Unified School District.

COST OF PLAN I (BASIC PLAN)

Active Employees	$ 963,750	First Dependents	$ 429,000
Retired Employees	543,750	Second Dependents	185,750
Resigned Employees	27,750		
	$ 1,535,250		$ 614,750

RECAPITULATION

PLAN I (BASIC)	$ 2,150,000	
PLAN I (CONTRACT)	603,500	EQUITABLE LIFE ASSURANCE SOCIETY
PLAN II (CONTRACT)	1,620,000	KAISER FOUNDATION HEALTH PLAN
PLAN III (CONTRACT)	80,000	DR. RAY E. HARRIS & ASSOCIATES
PLAN IV (CONTRACT)	88,000	BAY MEDICAL GROUP
	$ 4,541,500	TOTAL ALLOWANCE FOR MEDICAL PLANS

These calculations are based on cost figures for the fiscal year 1961-1962 with estimated increased as evidenced by claims costs developed for the period July through November 1961.

A TYPEWRITER REPLACEMENTS $ 580

The following typewriters should be replaced in the interests of efficiency and economy.

MAKE		SERIAL NUMBER	PURCHASERS NO.	COSTS OF NEW	TRADE-IN	REQUEST	
R C Allen	21 inch	8-2142141222	None	$ 400	$ 10	$ 390	- 5 years old; however, continuous repairs are not warranted
Royal	11 inch	2-2256344	90-158	200	10	190	- 24 years old
						$ 580	

The R. C. Allen to be replaced is a long carriage typewriter and one similar is needed for statistical work and for preparation of the budget.

B ACCIDENT COMPENSATION - EMPLOYEES - INCREASE $200

This item has been set up for the fiscal year, for with the passage of Proposition "F" the City and County has taken over the administrative costs of the System and the Compensation Premiums formerly paid by the Health Service System is now being transferred to the Retirement System as is the case in other city departments. Past audits have indicated that $200 should be set up for this account.

C COMPENSATION INSURANCE PREMIUMS - DECREASE $ 150

As outlined in 3B above the insurance premiums are now transferred to the Retirement System. The temporary, the overtime payrolls in addition to the increases in permanent salaries required that at least $200 be set up for compensation, which has been accomplished above.

D RETIREMENT ALLOWANCES - INCREASE $1,544

$ 182,451	Permanent Request
2,000	Overtime
184,451	
6,236	Per retirement rate established July 1, 1961
$ 11,503	

E SOCIAL SECURITY - INCREASE $ 366

Due to the increase in rates and new permanent employees replacing temporary employees who were not covered under Social Security.

F HEALTH SERVICE SYSTEM - DECREASE $ 2,568

There is no charge made against Health Service System for contributions. Health Service System must receive the maximum per Charter provisions 172.1.11. In order to do so, the Health Service System employees' contributions are charged against the General Fund.

G RENT - DECREASE $ 8,675

Effective July 1, 1962, no monies are needed for Rental as the city has assumed the administrative costs of the System per passage of Proposition "F" on the November 1961 election.

H UNALLOCATED ADMINISTRATIVE RESERVE - DECREASE $ 17,586

This figure has been merely a balancing figure between revenues and expenditures as monies must be appropriated to be utilized. This account is now eliminated and any excess of revenues over expenditures will now be put in our Trust Fund - Unappropriated Balance of Funds - Account 6990.

CITY AND COUNTY OF SAN FRANCISCO

Budget Estimates Fiscal Year 1962-1963

Schedules of Proposed Work Programs

DEPARTMENT	INDEX	PAGE
AGRICULTURAL COMMISSION	211	23
ASSESSOR, OFFICE OF	213	23
AUDITORIUM, CIVIC, & PERFORMING ARTS	247	28
BUILDING REPAIR, BUREAU OF - PUBLIC WORKS	417	47
CALIFORNIA ACADEMY OF SCIENCES	213	23
CITY PLANNING DEPARTMENT	159	17
CONTROLLER	133	15
COUNTY CLERK	221	25
DIRECTOR OF FINANCE & RECORDS	221	25
ELECTRICITY, DEPARTMENT OF	211-231	24
FARMERS MARKET	241	27
IMPROVEMENTS TO PUBLIC BUILDINGS	421	47
JUVENILE COURT	185-187	21
PROBATION OFFICE	23	23
JUVENILE HALL	187	21
LOS CERRITOS BRANCH COURT	2	23
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MAINTENANCE OF BUILDINGS	161	17
MARINE HOSPITAL - CALIFORNIA	241	27
PUBLIC ADMINISTRATOR	263	29
PUBLIC GUARDIAN	263	29
PUBLIC HEALTH, DEPARTMENT OF	511-527	57
CENTRAL OFFICE	511-551	57
LAGUNA HONDA HOME	545	55
COMMUNITY MENTAL HEALTH SERVICE	541-543	59
PUBLIC WORKS, DEPARTMENT OF	411-431	47
BUREAU OF BUILDING REPAIR	417	47
GENERAL OFFICE	421	47

DEPARTMENT	INDEX	PAGE
STREET & SEWER REPAIR	425	47
SEWAGE TREATMENT PLANT	427	47
BUREAU OF STREET CLEANING	431	47
PURCHASE OF TAX DEEDED	265	31
PURCHASING DEPARTMENT	411-413	45
REAL ESTATE DEPARTMENT	265	31
REAL ESTATE DEPT. - LIVE [illegible]	267	33
RECORDER	251	27
RECORDS CENTER	253	27
REGISTRAR OF VOTERS	255	27
SEWAGE & WASTE TREATMENT	425-427	47
SEWAGE PUMPING STATION - POINT [illegible]	425	47
SEWAGE TREATMENT PLANTS	427	47
SEWER REPAIR - BUREAU OF	423	47
SHELLEY	601-605	1
STREET REPAIR	601	1
TRAFFIC [illegible]	601	1
STREET TREE PLANTING	605	11
STEINHART AQUA [illegible]	213	23
STREET CLEANING - BUREAU OF	431	47
STREET REPAIR - ROAD [illegible]	601	1
STREET TREE PLANTING DIVISION	605	11
STREET, GARBAGE CO. - SIDEWALK [illegible]	425	47
TAX COLLECTOR	261-263	31
TREASURER	131	15
WEIGHTS & MEASURES, [illegible]	265	33

SAN FRANCISCO DEPARTMENT OF CITY PLANNING WORK PROGRAM TO JULY 1, 1963 (continued)

Work Category	Remainder of Fiscal Year, 1961-1962	Fiscal Year 1962-1963
II. GENERAL AND SPECIAL PLANNING	Personnel: Assistant Director Senior City Planners (4) Associate City Planners (3) Assistant City Planners (3) General Clerk-Stenographers (2)	Personnel Assistant Director Senior City Planners (4) Associate City Planners(5) Assistant City Planners (6) General Clerk-Stenographers (2)
A. Master Plan		
1. Analysis of proposals for freeways, parkways, major thoroughfares, traffic tunnels. Amendment of Trafficways Plan of the Master Plan	Division personnel as needed	Division personnel as needed
2. Development, with Bay Area Rapid Transit District and Transportation Technical Committee, of revised rapid transit plan, and development of local transit plan coordinated with Bay Area Rapid Transit District Plan; amending Transit Plan of the Master Plan	Division personnel as needed	Division personnel as needed
3. Downtown plan including modernization program	Division personnel and consultant aid as needed	Division personnel and consultant aid as needed
4. Central Area Parking Analysis	Division personnel and Parking Authority, Department of Public Works	Division personnel and Parking Authority, Department of Public Works
5. Revision of Citywide Land Use Plan: Land Use Analysis and Measurement Phase	Division personnel as needed	Division personnel as needed
6. Development of total plan and program of action to measure and identify blight and develop measures to arrest and eliminate same and develop a program of urban renewal and other public development measures with priorities by type of action and by areas of the City, with participation by other City departments. Aspects of relocation, reuse of renewed areas and economic aspects will be studied	Division personnel and consultant aid as needed	Division personnel and consultant aid as needed
7. Redevelopment program studies including review of existing projects, designation of project areas, preparation of preliminary plans and review of final redevelopment plans	Division personnel as needed	Division personnel as needed
8. Conservation Program-Area studies and designation	Division personnel as needed	Division personnel as needed

SAN FRANCISCO DEPARTMENT OF CITY PLANNING WORK PROGRAM TO JULY 1, 1963

Work Category	Remainder of Fiscal Year 1961-1962	Fiscal Year 1962-1963
I. ADMINISTRATIVE	Personnel: Director of Planning Assistant Director Zoning Administrator Secretary Senior Clerk-Typist General Clerk-Stenographers (2)	Personnel: Director of Planning Assistant Director Zoning Administrator Secretary Senior Clerk-Typist General Clerk-Stenographers (2) Senior Librarian
General Administration		
1. Determination of general policy and program	City Planning Commission	City Planning Commission
2. Recommendations to City Planning Commission for general policy and administration of program	Director	Director
3. Direction and review of staff activities	Director Assistant Director Zoning Administrator	Director Assistant Director Zoning Administrator
4. Preparation of reports, memoranda, correspondence, notices, calendars, minutes and resolutions	Director Assistant Director Zoning Administrator Secretary Senior Clerk-Typist General Clerk-Stenographers	Director Assistant Director Zoning Administrator Secretary Senior Clerk-Typist General Clerk-Stenographers
5. Administrative services and record keeping	Secretary Senior Clerk-Typist General Clerk-Stenographers	Secretary Senior Clerk-Typist General Clerk-Stenographers
6. Maintenance of library and research materials of the Department		Senior Librarian
7. Official and Public Relations a) Coordination with activities of other departments and agencies including Inter-Agency Committee on Urban Renewal, Transportation Technical Committee, and Interdepartmental Staff Committee on Traffic and Transportation	Director and Staff	Director and Staff
b) Representation of department at various public and official meetings, business, labor and civic groups, etc.	Director and Staff	Director and Staff
c) Information services to visitors and public	Director and Staff	Director and Staff
8. Service on committees as required by ordinance, including Housing Appeals Board, Budget Priority Committee, Freeway Sign Committee	Director	Director

SAN FRANCISCO DEPARTMENT OF CITY PLANNING JUNE [illegible], TO JULY 1, 1965

Work Category	Remainder of Fiscal Year 1964-1965	Fiscal Year 1965-1[illegible]
2. Assisting Budget Priority Committee in review of capital improvement projects	Division personnel as needed	Division personnel as needed
D. Referrals		
Processing of all mandatory referrals under Charter Sections 69.1, 116.1, and 118 and pertinent ordinances including subdivisions, housing projects, and quarries	Division personnel as needed	Division personnel as needed
E. Civil Defense		
Maintenance of necessary data for operational information responsibility and assisting in civil defense studies	Division personnel as needed	Division personnel as needed
III. GRAPHICS DIVISION	Personnel: Senior Draftsman, City Planning City Planning Draftsman (4) City Planning Delineator	Personnel: Senior Draftsman, City Planning City Planning Draftsman (4) City Planning Delineator
1. Preparation of maps for Master Plan	Division personnel as needed	Division personnel as needed
2. Services for Zoning Division	Division personnel as needed	Division personnel as needed
3. Preparation of maps for redevelopment, conservation and other special studies, including Community Renewal Program	Division personnel as needed	Division personnel as needed
4. Maps for Referrals	Division personnel as needed	Division personnel as needed
5. Capital Improvement Program maps, charts, photos, and design	Division personnel as needed	Division personnel as needed
6. Design of reports, charts and exhibits	Division personnel as needed	Division personnel as needed
7. Base Maps and Data Maps	Division personnel as needed	Division personnel as needed
8. Maintenance of Map File and Slide File	Division personnel as needed	Division personnel as needed
9. Supervision of material for reproduction	Senior Draftsman, City Planning	Senior Draftsman, City Planning
10. Civil Defense Maps	Division personnel as needed	Division personnel as needed

SAN FRANCISCO DEPARTMENT OF CITY PLANNING WORK PROGRAM TO JULY 1, 1963

Work Category	Remainder of Fiscal Year 1961-1962	Fiscal Year 1962-1963
9. Development of public facilities plans including shoreline development plan, school location plan, water distribution plan, sewer plan, and miscellaneous public buildings plan, police building location plan	Division personnel as needed	Division personnel as needed
10. Review of zoning maps for possible revisions	Division personnel as needed	Division personnel as needed
11. Heliport Plan Revision to date and adopting	Division personnel as needed	
B. Special Studies		
1. Waterfront plan and height study Ferry Building to Fort Mason	Division personnel as needed	Division personnel as needed
2. Sign control legislation; development of amendment to Planning Code, and accompanying report	Division personnel as needed	
3. Review and analysis of census data including reports on population and housing characteristics, census maps, tract maps, etc.	Division personnel as needed	Division personnel as needed
4. Development plan for Pleasanton Industrial Park for Public Utilities Commission	Division personnel as needed	
5. Design control study	Division personnel as needed	
6. Master Plan for Public Utilities Commission lands in Alameda County	Division personnel as needed	Division personnel as needed
7. Development plan for Fort Mason and continuing studies on Presidio Development Plan	Division personnel as needed	Division personnel as needed
8. South Bayshore Area development plan		Division personnel as needed
9. Lake Merced Area development plan		Division personnel as needed
10. Special studies as requested or required	Division personnel as needed	Division personnel as needed
C. Capital Improvement Program		
1. Preparation of annual Capital Improvement Program	Division personnel as needed: Assistant City Planner (temporary) General Clerk-Stenographer (temporary)	Division personnel as needed Assistant City Planner (temporary) General Clerk-Stenographer (temporary)

SAN FRANCISCO DEPARTMENT OF CITY PLANNING WORK PROGRAM TO JULY 1, 1963

Work Category	Remainder of Fiscal Year 1961-1962	Fiscal Year 1962-1963
C. Legislative Responsibilities		
1. Applications to City Planning Commission and Board of Supervisors for amendments to Planning Code and setback changes	Zoning Administrator and senior division personnel as needed	Zoning Administrator and senior division personnel as needed
2. Applications to City Planning Commission for conditional uses, and appeals to Board of Supervisors in connection therewith	Zoning Administrator and senior division personnel as needed	Zoning Administrator and senior division personnel as needed
3. Annual revision of Planning Code to simplify and improve its provisions and to remove inconsistencies and ambiguities		Zoning Administrator and senior division personnel as needed
D. Quasi-Judicial Responsibilities		
Applications to Zoning Administrator for variances, and appeals to Board of Permit Appeals in connection therewith	Zoning Administrator	Zoning Administrator

SAN FRANCISCO DEPARTMENT OF CITY PLANNING WORK PROGRAM TO JULY 1, 1963

Work Category	Remainder of Fiscal Year 1961-1962	Fiscal Year 1962-1963
IV. PLANNING CODE ADMINISTRATION	Personnel: Zoning Administrator Senior City Planner (2) Associate City Planner Zoning Technician (3) Assistant City Planner Assistant Zoning Technician (3) Senior Clerk-Typist General Clerk-Stenographer General Clerk-Typist Temporary: Zoning Technician Assistant Zoning Technician General Clerk-Stenographer	Personnel: Zoning Administrator Senior City Planner (2) Associate City Planner Zoning Technician (4) Assistant City Planner Assistant Zoning Technician (4) Senior Clerk-Typist General Clerk-Stenographer General Clerk-Typist Temporary: Zoning Technician Assistant Zoning Technician (2) General Clerk-Stenographer
A. Continuing Administrative Responsibilities		
1. Provision of zoning information to property owners and to other departments in connection with urban renewal and other code enforcement programs	Division personnel as needed	Division personnel as needed
2. Review of building permit applications for conformity of use and construction to Planning Code provisions	Division personnel as needed	Division personnel as needed
3. Preparation of written interpretations and summary charts of code provisions; determinations of use classifications for unlisted uses; improvement of forms and procedures		Division personnel as needed
4. Enforcement action in violations cases reported by complaints; surveys of compliance with parking requirements, prior stipulations, and conditions attached to conditional uses and variances	Division personnel as needed	Division personnel as needed
B. Special Administrative Programs		
1. Survey and analysis of nonconforming uses subject to eventual termination, and notification of owners as per Sections 150-156	Temporary staff, under direction of Zoning Administrator	Temporary staff, under direction of Zoning Administrator
2. Legalization of illegal second units in R-1 as per Section 202.1(c)	Temporary staff, under direction of Zoning Administrator	Temporary staff, under direction of Zoning Administrator
3. Survey and elimination of illegal billboards	Division personnel as needed	Division personnel as needed
4. Miscellaneous programs such as those relating to temporary use permits for open-air sale of Christmas trees	Division personnel as needed	Division personnel as needed

BUDGET 1962-1963
CONTROLLER'S WORK PROGRAM

BUDGET
This Division instructs departments in the preparation of annual budgets, checks and consolidates budgets for submission to the Mayor and the Board of Supervisors, audits requests for transfers of funds and supplemental appropriations, audits requisitions for employments against the budget and salary ordinance and approves orders and contracts for equipment and capital improvements for conformance with the Budget.

PAYROLLS
This Division processes timerolls, payrolls, salary warrants, aid warrants, warrants for payment of purchase orders and petty purchases, aid rolls, and reproduces payroll cards for Health Service, Retirement System and Public Health, keeps accounts for withholding tax, U.S. Savings Bonds and other payroll deductions, and audits all payments made under the Social Security; State Medical Aid Welfare Programs, and Medical Aid to the Aged. These demands have exceeded the capacity of our existing staff and equipment to handle. We are temporarily meeting this situation by multiple card and night shift operations.

WORK PROGRAMS
The Work Program for performing the Controller's functions follows the general pattern evolved from past experience, with added duties in connection with (1) the Bay Area Air Pollution Control District (2) the Bay Area Rapid Transit District (3) the increased activity of the Redevelopment Agency (4) expanded Health Service program (5) the Social Security Program (6) State Medical Care Program and (7) Medical Aid to Aged, effective 1-1-62.

DIFFICULTIES
Problems that impose serious handicaps to effective fulfillment of the Controller's responsibilities:

1. SPACE
   Not only is space insufficient, but scattered locations interfere with proper coordination. Although the general offices of the Controller are on the main floor, the General Audit Division and the Controller's Attorney are on the 2nd floor (225 & 227); the Budget Division is in the basement; the Outstanding Warrants Section is on a mezzanine; the Payroll is in a remote basement corridor with only artificial light and ventilation. These conditions affect both the efficiency and economy of operation. A night shift is being operated in the Payroll Division.

2. PERSONNEL
   The employees who came into the Controller's Office in 1932, after the charter reorganization are reaching retirement. This situation added to the loss of experienced personnel to other departments as a result of promotion is resulting in the heavy loss of key personnel. From July 1, 1957 to the present time 67 replacements have been made in our staff of 138.

WORK LOAD
The work load of the Controller's Office continues to increase. The Capital Improvement Program authorized by the bond issues approved by the electorate in the last few years is still in progress. This involves the processing, auditing, and financial control of all bond fund receipts and expenditures by the Controller's Office. Ordinances 9622 and 10768 authorized the Controller to act as Controller of the Bay Area Air Pollution Control District and the Bay Area Rapid Transit District. These have added new duties to the Controller and his staff. The State Medical Aid Welfare Program effective on October 1, 1957, provides for the payment of bills for medical treatment of any recipients of aid under the Public Assistance Program of the State of California. The Controller's Office is responsible for the proper auditing and processing of all claims by the fiscal agent, the California Physicians' Service, Claims for services of Chiropractors, Faith Healers, and Public Clinics are the complete responsibility of the Controller's Office. The volume of work of the Payroll Division has been greatly increased by (1) the State Medical Care Program (2) the increase in dues and other deductions for Unions, Employee Organizations, Credit Unions, etc., and (3) the expanded Health Service Coverage. The new Medical Aid to the Aged (MAA) Program became effective January 1, 1962 and will increase the work load in our Payroll and Welfare Divisions.

PLANS
This office continues to make efforts to meet the problem of expanding work load by devising more efficient procedures, rather than by a proportionate increase in personnel. Progress has been made as to

1. Tab processing of purchase order encumbrances and liquidations.
2. Use of Tab warrants in payment of regular and petty purchase orders.
3. Revisions in blanket purchase order procedure.
4. Utilization of Tab processing in revenue accounting and control.
5. Revisions of general ledger accounts.
6. Revisions of appropriation ledger accounts.
7. Revisions of budget forms and procedures.

Each of the above changes is being so designed as to contribute toward ultimate conversion to Electronic Data Processing.

3. E.D.P.
   Supplemental budget request will be submitted for 1962-63 together with progress report of 1961-62 developments.

BUDGET 1962-1963
CONTROLLER'S WORK PROGRAM

GENERAL

ANNUAL REPORT OF THE CONTROLLER for the Fiscal Year ended June 30, 1961, heretofore filed with you, presents detailed schedules of the accounts maintained by this office and shows the general financial conditions of the City and County.

ORGANIZATION CHART of the Controller's Office outlines the functions of the Controller's Office and shows the several divisions charged with the responsibility of their performance.

CONTROLLER'S OFFICE MANUAL and supplements thereto detail the methods and procedures prescribed by the Controller for the performance of these functions.

FUNCTIONS

The functions of the Controller as displayed on the Organization Chart, are outlined below under the divisions responsible for their performance:

GENERAL OFFICE
The General Office handles the routine processing of receipts and expenditures, auditing and keeping controlling accounts.

(a) RECEIPTS

Departmental Deposits with the Treasurer are checked against Receipt forms.
A Revenue Ledger is kept, classified by departments as well as by Revenue accounts.
Trust Fund deposits and expenditures are audited and controlled.

(b) ENCUMBRANCES AND EXPENDITURES

All documents involving expenditures are audited as to legality, propriety and availability of funds.

(c) APPROPRIATION LEDGER

Appropriation Ledgers are kept by machine, with a separate account for each appropriation showing its status as to funds.

(d) PAYROLL RELEASE

Payrolls and warrants for all departments are recorded and released through this division.

(e) WELFARE ASSISTANCE TO THE AGED

Grants-In-Aid involving State and Federal participation are handled by this division, involving aid to needy Aged, Blind, Children and medical aid to the Aged.

(f) TABULATING

Punching and sorting operations pertaining to Budget Statistics, payment of Purchase Orders, etc., are performed in the Gneral Office in coordination with the Payroll Division which does the tabulating and other IBM processing.

ACCOUNTS AND REPORTS
This Division keeps the General Ledgers, verifies Tax Rolls, supervises and operates the Tax Redemption Bureau, determines cash position, prepares financial reports, and verifies bond interest and redemption expenditures, involving detailed audit of matured bonds and coupons. Reconciles outstanding warrants.

AUDIT DIVISIONS
Field Audits, the designing of fiscal procedures, surveys and investigations are performed by the General Audits and Utilities Audits Divisions.

SECRETARIAL STAFF
This Division does the typing of departmental and subject reports, the budget and annual appropriation ordinance, resolutions and supplemental appropriation ordinances, and correspondence; maintains record of stop notices against and assignment of the city and county disbursements; maintains a register of claims for damages against the city and county; the requisitioning of materials, supplies, equipment and contractual services for the Controller's office; maintains office personnel records; records of insurance and surety bonds of city and county officers and employees; maintains file control of correspondence, reports, and city and county contracts.

Maintains files and a card index necessary to properly conduct this section.

Secretarial Section - 1 Employee

Confidential secretarial work such as is necessary in a fiscal department; in charge of timerolls.

Registers and reregisters all city and county bonds; prepares monthly interest checks for bondholders.

Types bi-monthly reports of inheritance tax reports in estates of deceased persons for the State Controller; also agreements for deposit of public funds in banks.

The department is operating in four sections, the Cashier, the Accounting, the Inheritance Tax, the Secretarial, responsible to the Treasurer and under the supervision of the Chief Assistant Treasurer. The program for each section is as follows:

Cashier Section - 10 Employees

Senior Teller and Two Tellers

Pays warrants and bail demands at windows; balances total cash on hand each day. The 1960-1961 fiscal year disbursements amounted to $378,324,890.00.

In custodian of San Francisco Employees' Retirement System bonds, maintaining records of bonds purchased, sold, and the balance remaining on hand; keeps records of the maturity dates and interest dates of these bonds; detaches the interest coupons and presents same to the banks for payment. The total of the Retirement System bonds on hand amounts to the sum of $273,885,944.00 at the present time.

In custodian of bonds posted by banks as collateral for deposits and detaches coupons from these bonds and delivers the coupons to the banks upon their order. The total par value of bonds currently being held as security for deposits amounts to $199,648,000.00.

Detaches coupons from all Special Funds bonds and presents to banks for payment.

Senior Teller

Functions as a Receiving Teller; is responsible for the accuracy of all money and checks received and that same is credited to proper funds. During the last fiscal year the total receipts were $384,531,334.00.

Senior Teller and Three Clerks

Records for the Controller all warrants, bail demands, bonds, coupons, paid through the Treasurer's Office or through the Fiscal Agent.

Registers bonds when requested by bondholders, and prepares lists from which registered bondholders are paid.

Reimburses local banks, through the San Francisco Clearing House, for payments made on city warrants and demands.

Head Clerk and One Cashier C

Receives, verifies and pays all matured bonds and coupons presented by the banks, fiscal agent or individuals. During the last fiscal year the value of bonds redeemed was $21,582,000.00 and interest coupons paid amounted to $6,374,219.00.

Handles all bond sales.

Accounting Section - Senior Accountant and Accountant.

Posts and balances, by funds, all cash received and disbursed, and all Cash Transfers by the Controller's Office.

Compiles daily, monthly and annual reports.

Sets up agreements between the Treasurer and the Banks for deposit of public funds.

Is responsible for keeping the market value of collateral bonds at least ten per cent in excess of the deposit amount as required by the California State Bank Act, and contacts the banks to maintain this ratio.

Keeps a record of all collateral bonds received or withdrawn and is responsible that all documents covering these are authorized and approved by proper city officials.

Computes the amount of interest due on inactive deposits at the end of each quarter year and renders bills to the banks for the amount earned. Figures the amount of accrued interest on all bond sales.

Makes a semi-annual settlement with the State of California for care and maintenance of citizens in state institutions, and Absent Heirs and Absent Creditors Estates.

Compiles the department's annual budget and is responsible that expenditures do not exceed budgetary amounts.

Inheritance Tax Section - 4 Employees: One Inheritance Tax Supervisor in charge, One Senior Inheritance Tax Examiner, One Teller and One Clerk.

Inspects and lists the contents of all safe deposit boxes of deceased persons in the county. Is empowered to either release or hold contents, using his judgment as to tax liability to the State of California.

Furnishes the State Inheritance Tax Department with a copy of said list of contents which is used to determine the taxability of the assets.

Issues the "Consent of Treasurer" to transfer all assets, except real property of deceased persons who resided in San Francisco, and in doing so is responsible that either the proper tax has been paid or the asset is not subject to tax. There is a backlog of from 10 days to 2 weeks on these examinations. Also, there is a large increase in the number of consents issued.

Issues bills for inheritance taxes, determining discount allowable, or interest payable. Approves for payment court orders directing the payment of appraiser's fees.

Makes bi-monthly settlement with the State of California of inheritance tax collections.

Form 6250

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission JUVENILE COURT, PROBATION OFFICE

BUDGET EXPLANATIONS

Index Number 185

FISCAL YEAR

Sheet Number

Girl Division	Actual Workload fisc.yr. 1959-60	Actual Workload fisc.yr. 1960-61	% of Incr. or Decr.(-) from fisc. yr. 1959-60	Estimated Workload fisc.yr. 1961-62	% of Incr. or Decr.(-) fisc.yr. 1960-61	Estimated Workload fisc.yr. 1962-63	% of Incr. or Decr.(-) fisc.yr. 1960-61
Children supervised	656	677	3.2	725	7.1	700	3.4
New cases	201	253	25.9	250	(-) 1.2	260	2.8
Cases closed	232	235	1.3	285	21.3	250	6.4
Caseload, end of year	424	442	4.2	440	(-) .5	450	1.8
Average monthly caseload supervision	448	443	(-) 1.1	435	(-) 1.8	435	(-) 1.8
Staff: 1 Sr. Probation Officer 7 Probation officers 1 Secretary							
Girl Intake-Special Services							
Girl Intake							
Children processed	998	1105	10.7	1100	(-) .5	1120	1.4
Children referred to Girl Intake	967	1034	6.9	1070	3.5	1060	2.5
Investigated & dismissed by Intake	726	778	7.2	790	1.5	785	1.0
Referred to Girl Division	201	253	25.9	250	(-) 1.9	260	2.8
Caseload, end of year	71	74	4.2	60	(-) 8.1	75	1.4
Special Services							
Stepparent adoptions	257	263	2.3	275	4.6	270	2.7
Abandonments	75	72	(-) 4.0	75	4.2	75	4.2
Medical, enlistment, marriage consents	70	69	.1	70	1.4	70	1.4
Special Services & Investigations	1599	1909	19.5	1400	(-)26.7	1950	2.1
Average monthly Special Services & Investigations	133	159	19.5	120	(-)24.5	160	.6
Workload, end of year	87	136	56.3	115	(-)15.4	120	(-) 11.8
Staff: 1 Sr. Probation Officer 6 Probation officers 1 Secretary							
Traffic and Truancy							
Traffic cases	4113	4386	5.4	4550	4.9	4750	8.3
Truancy cases	267	284	6.4	270	(-) 4.9	300	5.6
Truancy cases, end of year	83	138	66.3	100	(-)27.5	100	(-) 2.8
Staff: 1 Referee 1 Secretary							
Psychiatric Clinic							
Persons given individual service	1346	1365	1.3	1350	(-) 1.0	1350	(-) 1.0
Persons examined diagnostically	1453	1319	(-) 9.2	1450	9.9	1360	2.4
Number of diagnostic sessions	1628	1664	2.2	1625	(-) 2.3	1650	(-) .8
Persons given psychotherapy	37	27	(-)27.0	50	85.2	25	(-) 7.4
Number of psychotherapy sessions	318	281	(-)11.6	400	42.3	280	(-) .4
Case consultations and conferences	451	372	(-)17.5	450	21.0	400	7.5
Staff: 4 Physician-Specialist (P.T.) Total: 64 hrs. week 1 Sr. Psychologist 3 Psychologists 1 Secretary							
Stenographic Pool							
Number of cylinders transcribed	16504	16913	2.5	17000	5.0	18000	6.4
Collection Division							
Cash collected as per Court order	$206939	$238364	15.5	$200000	(-)16.3	$210000	(-) 12.1
Restitution for damages	8453	10357	22.5	4000	(-)61.4	7000	(-) 32.4
Trust fund collections	39392	44328	12.5	55000	21.0	45000	(-) 7.9
Staff: 1 Sr. Clerk Typist 1 Probation Officer 1 Cashier							

JUVENILE COURT
PROBATION OFFICE
Departmental Work Program Fiscal Year 1962-63
submitted in compliance with Charter Sec. 70

Summary of Probation Services	Actual Workload fis.yr. 1959-60	Actual Workload fis.yr. 1960-61	% of Incr. or Decr.(-) from fis. yr.1959-60	Estimated Workload fis.yr. 1961-62	% of Incr. or Decr.(-) fis.yr. 1960-61	Estimated workload fisc.yr. 1962-63	% of Incr. or Decr(-) fisc.yr. 1960-61
Children processed & supervised	17038	17768	4.3	17820	.3	18450	3.4
Children provided with special services	402	404	.5	420	4.0	415	2.7
Subtotal: Children supervised, processed & provided with special servs.	17440	18172	4.2	18240	.4	18865	3.8
Other special services and investigations	1598	1909	19.5	1400	(-)26.7	1950	2.1
New cases referred by Intake	2043	2137	4.6	2075	(-) 2.9	2320	8.6
Cases closed	1953	1850	(-) 5.3	2135	15.4	2075	12.2
Children referred to Intake	6131	6448	4.9	6295	(-) 2.4	6555	1.7
Investigated and dismissed inIntake	4088	4215	3.1	4625	1.2	4335	2.8
Average monthly caseload	4080	4160	2.0	4071	(-) 2.1	4115	(-) 1.1
Caseload, end of year	4733	5220	10.3	4640	(-)11.1	4780	(-) 8.4
Children for whom petitions filed	2331	2297	(-) 1.5	2590	12.8	2500	8.8
The number of children referred to Juvenile Court has reached an all-time high and it is anticipated that the present level will continue with only minor fluctutations.							
Boy Intake Division							
Children processed	3530	3696	4.7	3600	(-) 2.6	3720	.6
Children referred to Boy Intake	3398	3532	3.9	3475	(-) 1.6	3595	1.8
Investigated and dismissed by Intake	2342	2370	1.2	2375	.2	2400	1.3
Referred to Boy Division	1024	1209	18.1	1100	(-) 9.0	1210	.1
Caseload, end of year	164	117	(-) 28.7	125	6.8	110	(-) 6.0
Staff: 1 Sr. Probation Officer 10 Probation Officers 1 Secretary							
Family Intake Division							
Children processed	2125	2158	1.6	2100	(-) 2.7	2175	.8
Referred to Family Intake	1766	1882	6.6	1750	(-) 7.0	1900	1.0
Investigated & dismissed by Intake	1031	1067	3.5	1100	3.1	1150	7.8
Referred to Children's Division	818	675	(-) 17.5	725	7.4	750	11.1
Caseload, end ofyear	276	416	50.7	275	(-)33.9	275	(-) 33.9
Staff: 1 Sr. Probation Officer 8 Probation Officers 1 Secretary							
Boy Division							
Children supervised	2277	2329	2.3	2400	3.0	2410	3.5
New cases	1024	1209	18.1	1100	(-) 9.0	1210	.1
Cases closed	1157	1067	(-) 7.8	1200	12.5	1175	10.1
Caseload, end of year	1120	1262	12.7	1200	(-) 4.9	1235	(-) 2.1
Average monthly caseload supervision	1217	1174	(-) 3.5	1210	3.1	1180	.5
Staff:1 Sr. Probation Officer 10 Probation Officers 1 Secretary							

JUVENILE COURT
JUVENILE HALL

Departmental Work Program - Fiscal Year 1962-63
submitted in compliance with Charter Section 70

	Actual 1959-60	Actual 1960-61	% of Incr. or Decr.(-)fr. 1959-60	Estimated fiscal year 1961-62	% of Incr. or Decr.(-)fr. 1960-61	Estimated fiscal yr. 1962-63	% of Incr.or Decr.(-) from 1960-61
Admissions	4,832	5,003	3.5	4,900	(-) 2.1	5,050	.9
Average daily pop.	242	266.	9.9	260	(-)2.3	270	1.5
Total days care	88,705	97,018	9.4	94,900	(-) 2.2	98,500	1.5
Meals served	271,855	287,854	5.9	295,650	2.7	306,650	3.0

Staff: See Salary Ordinance

Comment: Serious overcrowding is being experienced in all cottages. This situation is not expected to improve but rather to become worse. During the past year, there again has been constant overcrowding. There does not seem to be any chance of improving the situation in the dependent children's unit since there is no movement in the community to provide any other type of care.

Dental Clinic

Visits for examination and treatments	4,841	5,147	6.3	5,000	(-) 2.9	5,250	2.0

Staff: 1 dentist (PT) 4 hrs. a day
1 nurse (PT) 4 hrs. a day

Medical Clinic

Examinations	7,174	7,583	5.7	7,500	(-) 1.1	7,700	1.5

Staff: 2 physicians (PT) 4 hrs. a day
2 nurses (PT) 4 hrs. a day

Comment: It is estimated that with increases in Juvenile Hall admissions and average population, the workloads of both the dental and medical clinics will increase at approximately the same rate.

FORM 4060

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission JUVENILE COURT, PROBATION OFFICE

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number ____ Sheet Number ____

Children's Division	Actual workload fisc.yr. 1959-60	Actual workload fisc.yr. 1960-61	% of Incr. or Decr.(-) from fisc. yr. 1959-60	Estimated workload fisc.yr. 1961-62	% of Incr. or Decr.(-) fisc. yr. 1960-61	Estimated workload fisc.yr. 1962-63	% of Incr. or Decr.(-) fisc.yr. 1960-61
Children supervised	3072	3183	3.6	3075	(-) 3.4	3275	2.9
New cases	818	675	(-) 1.7	800	18.5	850	25.9
Cases closed	564	548	(-) 2.8	650	18.6	650	18.6
Caseload, end of year	2508	2635	5.1	2425	(-) 8.0	2525	(-) 4.2
Average monthly caseload supervised	2415	2543	5.3	2426	(-) 4.6	2500	(-) 1.7

Staff: 1 Sr. Probation Officer
12 probation officers
2 secretaries

WORK PROGRAM FOR THE DEPARTMENT OF AGRICULTURE

The Agricultural Commissioner is administratively responsible for the planning and directing of the County Department of Agriculture. He must plan and direct staff members in the proper enforcement of all provisions of the State codes and the City and County regulations which pertain to the office of the County Agricultural Commissioner.

Beside the Agricultural Commissioner, the personnel comprises one Senior Agricultural Inspector who investigates complaints, assigns inspectors and performs duties of inspector and acts as department head in the absence of the Agricultural Commissioner.

Seven Agricultural Inspectors inspect fruits, vegetables, eggs, nuts, honey and poultry and rabbit meats in wholesale and retail establishments; inspect nurseries, seed firms and apiaries for insect pests, diseases and plant quarantine requirements; conduct insect pest surveys and maintain various insect traps; and certify agricultural products being exported to a foreign country to meet the requirements of freedom from pests and diseases.

One General Clerk Stenographer, who performs office clerical duties, completes the staff.

In addition to the listed duties, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

On July 1, 1961, we assumed the responsibility of doing the interstate plant quarantine work from the State on a partial basis. This work load was increased when we assumed all of it, commencing January 1, 1962. There are twelve locations to be visited daily to ascertain if any plant material is being held for inspection. These include the Rincon Annex Post Office, Railway Express, Greyhound Express Depot, the three railroad freight sheds and team tracks of which there are several locations.

The nursery and apiary inspection will maintain the same amount of work load. We do not anticipate any increase in the number of nurseries or apiaries.

The export certification work will continue to decrease due to the unstable conditions in various parts of the world.

The inspection of retail stores as to eggs, fruit and vegetables, poultry meat and honey, will decrease due to the additional plant quarantine work we assumed without additional personnel. Substandard produce and eggs are being offered for sale to the consumer in greater quantity than in the past.

We will receive from the California State Director of Agriculture, for the fiscal year 1961-62, the sum of $3300. to augment the salary of the County Agricultural Commissioner. We estimate revenue of $2000. from the export certification work.

Following is a breakdown of the activities according to the various categories covering the past three years actual experiences and estimates for the current fiscal year and the year 1962-1963:

FIVE YEAR COMPARISON - COUNTY AGRICULTURAL DEPARTMENT

	1958-59 Actual	1959-60 Actual	1960-61 Actual	1961-62 Est.	1962-63 Est.
PLANT QUARANTINE					
Premises	200	210	215	230	250
Shipments Inspected	1,016	2,109	1,249	1,500	4,000
Plants Inspected	228,459	509,433	443,706	2,300,000	2,500,000
NURSERIES					
Premises	157	160	172	172	172
Inspections	173	170	187	175	175
EXPORT					
Certificates Issued	1,480	1,374	1,309	1,300	1,300
Packages Inspected	259,410	255,136	231,118	225,118	225,000
WHOLESALE EGGS					
Premises	22	23	22	22	22
Inspected	518	497	486	510	510
Dozen Inspected	722,672	560,402	649,178	570,000	570,000
Dozen Rejected	166,784	111,420	129,681	115,000	115,000
RETAIL EGGS					
Premises	2,115	2,110	2,120	2,115	2,115
Inspected	1,586	2,067	2,346	2,125	2,125
Dozen Inspected	287,095	390,987	395,826	400,000	400,000
Dozen Rejected	23,362	28,090	29,247	25,000	25,000
POULTRY MEATS					
Premises	910	912	920	925	925
Inspected	883	1,240	1,602	1,650	1,650
Packages Inspected	38,791	37,741	73,319	40,000	40,000
Packages Rejected	1,905	709	12,782	450	450
FARMERS' MARKET					
Premises	50	50	50	50	50
Inspected	12,900	14,350	15,400	15,450	15,450
Rejection Tags	32	32	20	25	25
Packages Rejected	1,025	1,888	1,000	1,200	1,200
RETAIL STORES					
Premises	2,115	2,120	2,132	2,125	2,125
Inspected	1,599	2,165	2,121	2,200	2,200
Rejected	75	69	77	60	60
Packages Rejected	1,022	842	325	800	800

JUVENILE COURT
LOG CABIN RANCH SCHOOL
Departmental Work Program-Fiscal Year 1962-1963
submitted in compliance with Charter Section 70

	Actual 1959-60	Actual 1960-61	% of Incr. or Decr.(-) from 1959-60	Estimated fiscal yr. 1961-62	% of Incr. or Decr.(-) from 1960-61	Estimated fiscal yr. 1962-63	% of Incr.or Decr. (-) from 1960-61
Commitments	153	151	(-) 1.3	160	6.0	151	-
Average daily population	83	83	-	84	1.2	84	1.2
Total days care	30,423	30,345	(-) .3	30,660	1.0	30,450	.3
Meals served	97,564	97,220	(-) .4	98,000	.8	98,500	1.32

Comment: There is no reason to anticipate any change in the number of commitments to the Ranch. The number of beds available remains constant, and there is no basis for assuming that they will not be filled as heretofore, even despite the fact that San Mateo County will make no more commitments to Log Cabin Ranch after October 1, 1961.

STEINHART AQUARIUM WORK PROGRAM 1962-1963

(Submitted in compliance with charter section 70.)

General

Steinhart Aquarium operates on City and County funds under the provisions of Sec. 52 of the Charter, which designates the California Academy of Sciences as the responsible operating agency. The Aquarium has been open to the public without charge continuously seven days a week for 39 years. It is one of San Francisco's major attractions and has been considered to have one of the best fish collections in the world. At present, Aquarium attendance is running at the rate of more than 2,500,000 a year, and is increasing. The fishes, amphibians, and reptiles displayed range in number from 7,000 to 9,000. In addition to its exhibition program the Aquarium also conducts a limited research program which has been largely responsible for some of the unique displays not found in other public aquaria.

There are 15 people on the full-time staff -- 12 under Civil Service and 3 appointive professional positions; and 6 on the parttime staff (3 professional positions and 3 non-professional positions, all appointive).

Time Schedule for Rehabilitation of Steinhart Aquarium Under Bond Issue Funds

The final plans and specifications were submitted by the Project Architect on January 15, 1960, and work on the rehabilitation started on September 26, 1960. The first phase of the work should have been completed by July 1, 1961 according to contract. Unfortunately this nine-month period has now stretched out to sixteen months, and it will probably be at least February 1, 1962, before phase two can begin. Under this second phase, also scheduled by contract to last no more than nine months, the fishes in the Aquarium will be moved to the new tanks, and the remaining tanks will be torn out. At the present time it looks as though the Aquarium will be reopened about January, 1963. (Under the contract it is scheduled to be closed during phase two; however it may be noted that during phase two the reptiles and amphibians from the swamp area will be moved to a temporary display area in the Academy's North American Hall.) It may also be possible to hold open one or more of the completed display panels.

Budget and Personnel

The total budget request of $214,092 for 1962-63 is about $11,000 larger than that granted during 1961-62 ($203,003). In preparing this budget a number of items that would normally be requested have been deleted because of the critical needs for additional personnel. To operate the rehabilitated Aquarium will require six additional staff members. Since opening in 1923, the Aquarium has always had 15 fulltime staff members, and is the only City department that has not added to its full-time staff in 39 years. A breakdown of duties is presented in another section.

As pointed out in last year's budget request, unless additional personnel can be added to the Aquarium staff, it will not be possible to operate the new sections of the Aquarium following rehabilitation.

FIVE YEAR COMPARISON - COUNTY AGRICULTURAL DEPARTMENT

	1958-59 Actual	1959-60 Actual	1960-61 Actual	1961-62 Est.	1962-62 Est.
WHOLESALE MARKET					
Premises	61	62	65	62	62
Inspected	16,790	17,030	16,825	17,050	17,050
Rejection tags	1,119	1,870	1,107	1,400	1,400
Packages rejected	53,723	109,578	65,633	85,000	85,000
SEED					
Premises	160	160	161	161	161
Inspected	153	96	107	161	161
APIARY					
Premises	-	1	-	3	3
Inspected	-	1	-	3	3
DISPOSAL ORDERS ISSUED ON WHOLESALE MARKET					
Disposal Orders	2,884	2,981	2,314	2,500	2,500
Packages	60,755	65,002	58,089	62,000	62,000

PROBATE SECTION

Responsible for all probate matters from initiation to conclusion, including appeals; the issue of process; and for all filings. There is a very heavy volume of certification work in this section.

Assigned: One Senior Law Clerk, four Law Clerks, one Assistant Law Clerk and one General Clerk.

Estimated Work Load:

Probate, Guardianship and Conservatorship Proceedings	3,800
Letters Issued	3,800
Certifications Issued	25,000
Papers, Vouchers and Depositions Filed.	170,000

CASHIER'S SECTION

Responsible for the receipt and accounting for all filing fees; the receipt and disbursement of jury fees and other monies deposited in Court.

Assigned: One Cashier and one General Clerk.

Estimated Work Load:

Number of Fee Tags processed	62,000
Average amount of money handled	$1,500,000

MARRIAGE LICENSE SECTION

Responsible for issuing marriage licenses and maintaining the necessary indices and other records in connection therewith. Processes professional registrations.

Assigned: One Senior Law Clerk and one General Clerk.

Estimated Work Load:

Marriage Licenses	8,600
Professional Registrations	250

PRE-TRIAL SECTION

Responsible for preparing and mailing notices of hearings and pre-trial orders; for preparing and filing certificates of mailing; and for assisting in the preparation of pre-trial calendars and reports.

Assigned: One General Clerk Typist.

Estimated Work Load:

Notices - typing and mailing	15,000
Certificates of Mailing - typing	5,000
Pre-Trial Orders	9,000

STORES AND MISCELLANEOUS RECORDS

Responsible for maintaining the Psychiatric and Naturalization records; for maintaining inventory of supplies and requisitioning replenishments; for making register entries on judgments and entering costs thereon; and for pertinent correspondence as needed.

Assigned: One General Clerk Typist.

Estimated Work Load:

Mental Petitions - Indexed and Registered	3,000
Judgments, orders, cost bills - Entries	15,000
Requisitions	200

FILING SECTION

Responsible for the filing of papers, vouchers and depositions accepted during the previous or current day; and for the necessary transfer of old files to the basement or to the central records section.

Assigned: Three General Clerks.

Estimated Work Load:

Filings - papers, etc.	295,000
Transfers - folders	15,000

MICROFILMING AND REPRODUCTION SECTION

Responsible for the entry of all judgments and decrees of distribution into Judgment Books. (All judgments and decrees of distribution are microfilmed and developed. Each roll of developed film constitutes a Judgment Book.) Does all paid and statutory reproduction work.

Assigned: One Photostat Operator.

Estimated Work Load:

Judgments or Decrees entered	50,000
Pages of paid reproduction work	12,000
Pages of exempt reproduction work	700

WORK PROGRAM - COUNTY CLERK'S OFFICE

The total number of new filings of all types continues on the same general level as in previous years. The five-year comparison chart shown below indicates this relative stability. The internal work load continues at the new high level previously reported and which may be expected to continue in the future. The Public Guardian program initiated the past year has not appreciably affected the level of probate filings.

PROCEEDINGS FILED	1958-59	1959-60	1960-61	(Est.) 1961-62	(Est.) 1962-63
Civil	10,013	10,667	10,958	10,700	10,700
Probate	3,682	3,711	3,761	3,750	3,800
Criminal	1,582	1,801	1,978	1,750	1,700
Psychiatric	2,663	2,948	3,301	2,900	3,000
Juvenile Court Delinquent and Dependent Children	2,055	2,257	2,333	2,200	2,200

The office of the County Clerk functions as the ministerial arm and the office of record of the Superior Court of the City and County of San Francisco. In addition thereto, certain statutory indices are maintained, the principal ones being the Corporation Index, The Fictitious Name Index, and the Index of Notary Publics and Public Officials. Marriage licenses are applied for and issued by the Marriage License Section of this office.

The Superior Court is departmentalized into Civil, Probate, Psychiatric, Criminal, Juvenile, and Appellate divisions, with a Superior Court Judge or Judges assigned to each division by the Presiding Judge. The Superior Court of San Francisco consists of 24 separate departments and 22 Judges, with several Judges serving in dual capacity. The Judge assigned to the Law and Motion Department sits as the Judge of the Psychiatric Court at the San Francisco Hospital each morning from 9 AM until finished, returns to the City Hall and hears the Law and Motion Calendar. There are three Judges appointed by the Chairman of the Judicial Council who sit each Friday as the Appellate Department of the Superior Court.

Twenty-four Deputy County Clerks, classified as Courtroom Clerks are assigned to the above departments. One additional Courtroom Clerk is assigned to the Department of the Presiding Judge and one additional Courtroom Clerk is assigned to the Juvenile Court.

The Main Office of the County Clerk is located at the City Hall; Branch Offices are maintained at the Hall of Justice, at the Youth Guidance Center and at the San Francisco General Hospital.

The Main Office and its various sections shown below serve the Civil, Probate and Appellate Divisions of the Court, and is responsible for all the non-ministerial functions of the office.

ADMINISTRATIVE SECTION

Martin Mongan, County Clerk and Clerk of the Superior Court
Emmery Mihaly, Assistant County Clerk

Assigned: One General Clerk Stenographer.

GENERAL SECTION

Responsible for processing new civil actions and special proceedings, adoptions, appeals to the Superior Court, Articles of Incorporation, Certificates of Fictitious Names, Notary Registrations and other miscellaneous filings.

Assigned: One Senior Law Clerk, one Courtroom Clerk and one Law Clerk.

Estimated Work Load:

Civil Actions and Special Proceedings	10,700
Adoptions	350
Appeals to the Superior Court	80
Articles of Incorporation and Certificates of Fictitious Names	2,300
Registration of Notaries	900
Miscellaneous Filings	1,100

CIVIL SECTION

Responsible for preparation or processing all judgments; the issue of process; the processing of all civil appeals to the Appellate Courts; and for all filings subsequent to the commencement of an action or proceeding.

Assigned: One Senior Law Clerk, three Law Clerks and one General Clerk.

Estimated Work Load:

Preparation of Judgments	350
Processing Judgments	11,000
Process Issued	20,000
Appeals to Appellate Court	200
Papers and Depositions Filed	120,000

1962-1963 WORK PROGRAM

DIRECTOR OF FINANCE AND RECORDS

The Director of Finance and Records, with the approval of the Chief Administrative Officer, has charge of and is responsible for the proper administration of the Department of Finance and Records, which is comprised of the Records Center and the offices of County Clerk-Recorder, Registrar of Voters, Public Administrator-Public Guardian and Tax Collector (which includes the Bureau of Delinquent Revenue Collection, the Bureau of Licenses and the Bureau of Parking Meter Collection); the Department of Agriculture (which includes the Farmers' Market), and the Department of Weights and Measures. The Director of Finance and Records also performs other assignments as directed by the Chief Administrative Officer.

The Director's Office staff consists of the Director and a 8412 Senior Clerk-Stenographer. The latter performs all stenographic, clerical and receptionist duties in the Director's Office, maintains the accounts and ledger for the offices of the Director and the Records Center, and assists in coordinating operational procedures among the various offices and departments under the jurisdiction of the Director of Finance and Records.

BRANCH OFFICE - HALL OF JUSTICE

Serves the Criminal Division of the Superior Court, consisting of three trial departments; accepts, registers, and under the direction of the Presiding Judge of the Criminal Division, assigns all criminal actions; issues criminal process and writs of Habeas Corpus; maintains criminal indices and records, and prepares the Clerk's portion of criminal appeals to the Appellate Court.

Assigned: One Senior Law Clerk and one Law Clerk.

Estimated Work Load:

Criminal actions filed and processed	1,700
Coroner's transcripts filed and indexed	350
Petitions of Habeas Corpus filed, processed and writs issued	30
Appeals	60

BRANCH OFFICE - YOUTH GUIDANCE CENTER

Serves the Juvenile Division of the Superior Court, consisting of the Committing Magistrate's Department and the Juvenile Court; maintains all indices and records of the Division; issues all process in connection therewith; and prepares the Clerk's portion of appeals to the Appellate Court. The Juvenile Court Law has been completely revised by recent legislature. Effective January 15, 1962, all work heretofore done by the Judge of the Juvenile Court sitting as Committing Magistrate will be assigned to the Municipal Court, and all Superior Court criminal trials involving crimes against children will be assigned to the various departments of the Criminal Division. The Court Clerk assigned to the Committing Magistrate's Court will be required to assist with the additional work load falling to the Clerk's office in connection with the new statutes.

Assigned: One Senior Law Clerk, assisted by the Clerk of the Committing Magistrate's Court.

Estimated Work Load:

Adoptions, Sole Custody and certain Guardianship Hearings on Minors	400
Detention and Contested Hearings	4,000
Petitions on Delinquent and Dependent children	2,200

BRANCH OFFICE - SAN FRANCISCO GENERAL HOSPITAL

Serves the Psychiatric Division of the Superior Court; arranges court hearings; maintains court calender and minutes; and prepares all judgments of committments or dismissals as ordered by the court.

Assigned: One Courtroom Clerk.

Estimated Work Load:

Psychiatric Petition Processed	3,000

1962-1963 WORK PROGRAM

DIRECTOR OF FINANCE AND RECORDS

The Director of Finance and Records, with the approval of the Chief Administrative Officer, has charge of and is responsible for the proper administration of the Department of Finance and Records, which is comprised of the Records Center and the offices of County Clerk-Recorder, Registrar of Voters, Public Administrator-Public Guardian and Tax Collector (which includes the Bureau of Delinquent Revenue Collection, the Bureau of Licenses and the Bureau of Parking Meter Collection); the Department of Agriculture (which includes the Farmers' Market), and the Department of Weights and Measures. The Director of Finance and Records also performs other assignments as directed by the Chief Administrative Officer.

The Director's Office staff consists of the Director and a B412 Senior Clerk-Stenographer. The latter performs all stenographic, clerical and receptionist duties in the Director's Office, maintains the accounts and ledger for the offices of the Director and the Records Center, and assists in coordinating operational procedures among the various offices and departments under the jurisdiction of the Director of Finance and Records.

WORK PROGRAM - ADMINISTRATION AND OPERATIONS DIVISION

THE DEPARTMENT OF ELECTRICITY CONSISTS OF FIVE DIVISIONS, THE ADMINISTRATIVE, FIRE ALARM, ELECTRICAL MAINTENANCE & OPERATIONS, MACHINE SHOP AND RADIO & ELECTRONIC COMMUNICATIONS. FOR THE PURPOSE OF SIMPLIFYING BUDGET AND PURCHASING PROCEDURE, THE ADMINISTRATIVE AND FIRE ALARM ARE CONSOLIDATED UNDER ADMINISTRATION & OPERATIONS DIVISION; AND THE ELECTRICAL MAINTENANCE & OPERATIONS, MACHINE SHOP AND RADIO & ELECTRONIC COMMUNICATIONS ARE CONSOLIDATED UNDER PLANT DIVISION FOR BUDGET PURPOSES ONLY. EACH DIVISION HEAD IS RESPONSIBLE DIRECTLY TO THE CHIEF OF THE DEPARTMENT.

THE FIRE ALARM OFFICE IS RESPONSIBLE FOR THE OPERATION OF THE ENTIRE FIRE ALARM TELEGRAPH SYSTEM OF THE CITY AND COUNTY OF SAN FRANCISCO. THE WORK COMPRISES RECEIPT OF ALARMS AND DISPATCHING FIRE APPARATUS. IN THE CALENDAR YEAR 1960 THESE AMOUNTED TO 16,645, NECESSITATING THE TRANSMISSION OF 96,830 SIGNALS IN THE HANDLING OF THESE ALARMS.

FIRE ALARM PERSONNEL, IN ADDITION TO HANDLING OF FIRE ALARMS, RECEIVES TROUBLE COMPLAINTS AND DISPATCHES REPAIRMEN IN CONNECTION WITH EMERGENCY REPAIRS TO TRAFFIC SIGNALS, POLICE AND FIRE COMMUNICATIONS EQUIPMENT, TESTS DEFECTIVE CIRCUITS, ETC., IN COOPERATION WITH REPAIRMEN AND OPERATES THE CIVIL DEFENSE AIR RAID WARNING SYSTEM. TROUBLE COMPLAINTS IN THE CALENDAR YEAR 1960 AMOUNTED TO 4,851.

WORK PROGRAM - PLANT DIVISION

FOR OPERATIONAL PURPOSES, THIS PROGRAM WILL BE CONSIDERED UNDER FOUR SUBDIVISIONS: FIRE AND POLICE COMMUNICATIONS, TRAFFIC SIGNAL MAINTENANCE AND OPERATIONS, RADIO MAINTENANCE AND OPERATION, AND MACHINE SHOP.

(1) FIRE AND POLICE COMMUNICATIONS

THE CITY'S FIRE ALARM SYSTEM, CONSISTING OF THE CENTRAL FIRE ALARM STATION AND SYSTEMS IN 48 FIRE HOUSES AND IN AUXILIARY HOUSES SUCH AS RESCUE SQUAD NO. 2, ASHBURY TANK, JONES STREET TANK, PUMPING STATION NO. 1, PUMPING STATION NO. 2, AND IN FIVE EMERGENCY HOSPITALS AND NINE POLICE STATIONS, FIRE DISPATCH COMPANY AT 229 OAK ST., AND THE FIRE CHIEF'S QUARTERS AT 870 BUSH ST., WILL BE MAINTAINED AND REPAIRED, AS REQUIRED.

ELEVEN PRIMARY ALARM CIRCUITS AND ELEVEN SECONDARY ALARM CIRCUITS WILL BE MAINTAINED AND EXTENDED, AS REQUIRED.

THE CITY'S 1878 FIRE ALARM BOXES WILL BE TESTED AT LEAST ONCE EACH SIXTY DAYS. THESE FIRE ALARM BOXES AND THEIR ASSOCIATED CIRCUITS WILL BE REPLACED AND MAINTAINED, AS NECESSARY.

A CONTRACT HAS BEEN AWARDED AND THE INSTALLATION OF AUXILIARY FIRE ALARM SYSTEMS IN 115 SCHOOLS IS IN PROGRESS. UPON COMPLETION OF THE CONTRACTOR'S WORK AT EACH SCHOOL, THE DEPARTMENT OF ELECTRICITY WILL INSTALL THE MASTER FIRE ALARM BOX AND MAKE THE NECESSARY CONNECTION TO THE MUNICIPAL SYSTEM. THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT HAS REQUESTED THAT THE MAINTENANCE OF THE AUXILIARY CONTROL PANELS AND THE CIRCUITS TO THE MASTER FIRE ALARM BOX IN THE 115 SCHOOLS IN THE CURRENT CONTRACT BE PROVIDED BY THE DEPARTMENT OF ELECTRICITY ON A WORK ORDER BASIS.

IT IS ANTICIPATED THAT 50 FIRE ALARM BOXES WITH OBSOLETE SHELLS AND DOORS WILL BE REMOVED FROM SERVICE, EQUIPPED WITH MODERN SHELLS AND DOORS IN OUR MACHINE SHOP AND RE-INSTALLED IN THE FIELD.

TWENTY OF THE CITY'S INTERFERING TYPE FIRE BOXES WILL BE REPLACED WITH MODERN NON-INTERFERING SUCCESSION TYPE FIRE BOXES IN CONNECTION WITH OUR MODERNIZATION AND MAINTENANCE PROGRAM.

IN ACCORDANCE WITH ESTABLISHED PROGRAM, FOUR WORN OUT AND OBSOLETE FIRE HOUSE REGISTERS WILL BE REPLACED WITH MODERN TYPE REGISTERS.

NEW FIRE ALARM PANELS WILL BE INSTALLED IN TWO NEW FIRE HOUSES; #22 ENGINE, 1348 - 10TH AVE. and #23 ENGINE, OLYMPIA AND CLAREMONT.

OUR PROGRAM INITIATED IN THE 1961-1962 BUDGET WHEREBY WE WILL REPLACE 5 FIRE ALARM CONTROL PANELS IN EXISTING FIRE HOUSES EACH YEAR FOR NINE YEARS, WILL BE CONTINUED. THESE NEW PANELS WILL BE IDENTICAL TO THOSE INSTALLED IN THE NEW FIRE HOUSES.

NEW INTERCOMMUNICATIONS SYSTEMS WILL BE INSTALLED IN #3 ENGINE, 1067 POST ST., #8 ENGINE, 1648 PACIFIC AVE., #35 ENGINE, 36 BLUXOME ST., #37 ENGINE, 2501 - 25TH ST.

AUXILIARY FIRE ALARM CIRCUITS OSL TO APPROXIMATELY FORTY SUBSCRIBERS WILL BE MAINTAINED AND REPAIRED, AS NECESSARY.

THE FIRE ALARM AND TRAFFIC SIGNAL SYSTEM IN BROADWAY TUNNEL WILL BE MAINTAINED.

THE NEW TELEPHONE SWITCHBOARD RECENTLY INSTALLED IN THE NEW HALL OF JUSTICE WITH CIRCUITS TO 451 CALL BOXES LOCATED ON THE CITY STREETS, AS WELL AS 85 LOCALS TO VARIOUS BUREAUS AND POLICE STATIONS THROUGHOUT THE CITY, WILL BE MAINTAINED.

NEW LOCALS AND NEW CALL BOXES WILL BE ADDED, AS REQUIRED.

WORK PROGRAM - PLANT DIVISION (CONT'D.)

THE NEW HIGH SPEED TELETYPE EQUIPMENT BEING INSTALLED FOR THE POLICE DEPARTMENT IN THE NEW HALL OF JUSTICE, WHICH INCLUDES 2 AUTOMATIC SEND-RECEIVE TRANSMITTERS WITH AUTOMATIC TAPE EQUIPMENT AND 22 PRINTERS LOCATED IN THE HALL OF JUSTICE AND VARIOUS BUREAUS AND POLICE STATIONS THROUGHOUT THE CITY, AS WELL AS ASSOCIATED OVERHEAD AND UNDERGROUND CIRCUITS, WILL BE MAINTAINED, AS REQUIRED.

THE DEPARTMENT OF PUBLIC WORKS HAS INFORMED US THAT THE MAINTENANCE OF THE RAPIDLY EXPANDING COMMUNICATIONS SYSTEMS AND NUMEROUS COMPLEX ALARM AND SIGNAL SYSTEMS RECENTLY INSTALLED AT THE NEW HALL OF JUSTICE PRESENTS A WORK LOAD BEYOND THE CAPABILITY OF THEIR MAINTENANCE STAFF, AND THEY RECOMMEND THAT INSTEAD OF THE DEPARTMENT OF PUBLIC WORKS SEEKING NEW EMPLOYMENTS IN THIS SPECIALIZED FIELD, IT WOULD BE LOGICAL AND ECONOMICAL FOR THE DEPARTMENT OF ELECTRICITY TO HANDLE ALL SYSTEMS OF THIS TYPE; THEREFORE, THEY SUGGEST THAT WE INCLUDE IN OUR 1962-1963 BUDGET A REQUEST FOR THE NECESSARY POSITIONS. PENDING THE ESTABLISHMENT OF BUDGETED PERSONNEL TO MAINTAIN THESE SYSTEMS, THEY ASK THAT WE PERFORM THESE SERVICES ON THEIR BEHALF ON A WORK ORDER BASIS. IN ORDER TO PROVIDE THE QUALIFIED PERSONNEL REQUIRED TO REPAIR AND MAINTAIN THESE SYSTEMS, WE HAVE TEMPORARILY ASSIGNED ONE OF OUR PERMANENT EMPLOYEES TO PERFORM THIS SERVICE. WE HAVE HIRED A TEMPORARY ELECTRICIAN AGAINST THE WORK ORDER ISSUED BY THE DEPARTMENT OF PUBLIC WORKS UNTIL A PERMANENT ELECTRICIAN CAN BE PROVIDED FOR THIS PURPOSE EFFECTIVE JULY 1, 1962.

THE CITY'S 53 AIR RAID SIRENS AND ASSOCIATED REMOTE CONTROL CIRCUITS WILL BE TESTED WEEKLY, MAINTAINED AND REPAIRED, AS REQUIRED.

EMERGENCY POWER PLANTS AT CENTRAL RADIO STATION, CENTRAL FIRE ALARM STATION AND CIVIL DEFENSE CONTROL CENTER WILL BE TESTED WEEKLY, MAINTAINED AND REPAIRED, AS REQUIRED.

DEPARTMENT OF ELECTRICITY FACILITIES WILL BE CONVERTED FROM AN OVERHEAD TO AN UNDERGROUND SYSTEM AS FOLLOWS:

WESTERN ADDITION REDEVELOPMENT PROJECT
PARNASSUS AVE. FROM HILL POINT TO FOURTH AVE.
WEBSTER ST. FROM GOLDEN GATE AVE. TO O'FARRELL ST.
BELGRAVE AVE. FROM SUTRO FOREST TO ITS EASTERLY TERMINATION
CLARENDON AVE. FROM SUTRO FOREST TO WEST LINE OF TWIN PEAKS
CORBETT AVE. - GOLDING LANE TO PORTOLA DRIVE
GRAYSTONE TERRACE FROM TWIN PEAKS BLVD. TO IRON ALLEY
PALO ALTO AVE. FROM SUTRO FOREST TO BURNETT AVE.
LOMBARD ST. - VAN NESS AVE. TO HYDE ST.
PARKER AVE. FROM TURK TO GEARY ST.
TURK ST. FROM PARKER AVE. TO ARGUELLO BLVD.
LOMBARD ST. - COLUMBUS AVE. TO GRANT
CHESTNUT ST. - GRANT AVE. TO KEARNY ST.

DEPARTMENT OF ELECTHICITY UNDERGROUND FACILITIES WILL BE EXTENDED TO PROVIDE POLICE TELEPHONE AND FIRE ALARM FACILITIES IN THE DIAMOND HEIGHTS PROJECT, AND ON McLAREN PARK ROAD FROM MANSELL ST. AND UNIVERSITY TO PERSIA ST.

DEPARTMENT OF ELECTRICITY FACILITIES WILL BE RELOCATED, EXTENDED AND MODERNIZED IN CONNECTION WITH THE GOLDEN GATEWAY EMBARCADERO LOWER MARKET PROJECT AREA E-I AND WE WILL PROCEED WITH THIS PROJECT AT THE APPROPRIATE TIME.

DEPARTMENT OF ELECTRICITY OVERHEAD LINES WILL BE RELOCATED AND REBUILT ON EVANS AVE. BTWEEN ARMY AND THIRD ST. DUE TO CURB SETBACK AND STREET IMPROVEMENT.

POLICE AND FIRE ALARM FACILITIES WILL BE RELOCATED TO CLEAR RIGHT-OF-WAY OF THE SOUTHERN FREEWAY BETWEEN MISSION ST. AND HAVELOCK ST., ORIZABA TO HAVELOCK ST., ROUTE 2/68 TO NEWCOMB ST.

A NEW UNDERGROUND CABLE WILL BE INSTALLED ON KEARNY ST. AND COLUMBUS AVE. BETWEEN THE OLD HALL OF JUSTICE AND OUR EXISTING UNDERGROUND FACILITIES ON NORTH POINT ST. THIS CABLE IS NECESSARY IN ORDER TO PROVIDE POLICE COMMUNICATION CIRCUITS TO THE NEW CENTRAL POLICE STATION TO BE LOCATED ON VALLEJO ST. BETWEEN STOCKTON AND POWELL ST., AND TO PROVIDE UNDERGROUND POLICE AND FIRE ALARM CIRCUITS FOR RECENTLY CREATED UNDERGROUND DISTRICTS IN THE GOLDEN GATEWAY, NORTH BEACH AND TELEGRAPH HILL AREAS.

WORK PROGRAM - PLANT DIVISION (CONT'D.)

A NEW UNDERGROUND CABLE WILL BE INSTALLED BETWEEN DEPARTMENT OF ELECTRICITY MANHOLE ON PALO ALTO AVE. AND A MANHOLE AT SHRADER AND PAGE ST. THIS CABLE IS URGENTLY NEEDED TO PROVIDE LAND LINE CONTROL CIRCUITS FOR OUR NEW LOCAL GOVERNMENT RADIO SYSTEM BETWEEN THE DISPATCH AND CONTROL UNITS TO BE LOCATED IN VARIOUS CITY DEPARTMENTS AND THE RADIO STATION ON CHRISTMAS TREE POINT AND TO REPLACE EXISTING UNDERGROUND CABLE WHICH IS LOADED TO CAPACITY AND IS BECOMING A MAINTENANCE PROBLEM AS IT IS OVER TWENTY YEARS OLD.

THIS DEPARTMENT IS CURRENTLY MAINTAINING OVER 1,000,000 FEET OF UNDERGROUND CABLE, CONSEQUENTLY NUMEROUS UNFORESEEN CABLE REPLACEMENTS AND ALTERATIONS TO THE EXISTING UNDERGROUND SYSTEM WILL BE MADE IN CONNECTION WITH MAINTENANCE OF CABLE FACILITIES AND VARIOUS STREET IMPROVEMENT AND REPAIR PROJECTS REQUIRING RELOCATION OF DEPARTMENT OF ELECTRICITY PLANT.

ALTERATIONS, TRANSFERS AND RELOCATION OF OUR EXISTING OVERHEAD FIRE ALARM AND POLICE TELEPHONE PLANT WILL BE MADE AS NECESSITATED BY THE WORK PROGRAM OF THE PACIFIC TELEPHONE COMPANY AND THE PACIFIC GAS & ELECTRIC COMPANY. 150,000 FEET OF OVERHEAD LINE WIRE WILL BE REQUIRED TO PROVIDE FOR NECESSARY EXPANSION OF OUR OVERHEAD SYSTEM AND TO CONTINUE OUR PROGRAM OF REPLACING OUR WORN-OUT AND UNDERSIZED LINE WIRE. DETERIORATED, RUSTED AND LEAKING FIRE BOX CONDUITS ON WOOD POLES WILL BE REPLACED, AS REQUIRED.

THE ROUTING FOR ALL HOUSES TO BE MOVED IN CONNECTION WITH FREEWAY AND REDEVELOPMENT PROJECTS WILL BE CHECKED; OVERHEAD LINES WILL BE REMOVED AND REPLACED, AS NECESSARY.

ALL PACIFIC TELEPHONE COMPANY EXCAVATION PERMITS WILL BE CHECKED TO DETERMINE WHETHER, ACCORDING TO FRANCHISE AGREEMENT, A DUCT SHOULD BE PROVIDED FOR THE USE OF THE DEPARTMENT OF ELECTRICITY.

MAINTENANCE WILL ALSO BE PROVIDED FOR THE ELECTRICAL EQUIPMENT IN THE PLANT MACHINE SHOP AND THE BUILDING AND GROUNDS AT 474 GOLDEN GATE AVE. AND IN THE RADIO SHOP AT 1745 CALIFORNIA ST.

(2) TRAFFIC SIGNAL MAINTENANCE AND OPERATION

MAINTENANCE AND OPERATION OF THE CITY'S TRAFFIC SIGNAL SYSTEM COMPRISED OF 689 INTERSECTIONS OF TRAFFIC SIGNALS WILL BE CONDUCTED. THE FOLLOWING ASSOCIATED EQUIPMENT WILL ALSO BE MAINTAINED:

943	NEON WALK-WAIT UNITS	22	"NO LEFT TURN" SIGNS
657	VEHICLE DETECTORS	3	OVERHEAD BRIDGE SIGNS
496	PUSHBUTTONS	2	FREEWAY DETOUR SIGNS

IN CONNECTION WITH OUR ROUTINE MAINTENANCE PROGRAM DURING THE PREVIOUS FISCAL YEARS, THIS DEPARTMENT CHANGED:

A.	4,596	THREE-LIGHT, 67 WATT, TRAFFIC SIGNAL LAMPS
	202	"WALK" NEON TUBES
	84	"WAIT" NEON TUBES
	7	"NO" NEON TUBES
	7	"LEFT" NEON TUBES
	3	"TURN" NEON TUBES
	4	"NO LEFT" NEON TUBES
	2	"LEFT" NEON TUBES
	7	FLUORESCENT TUBES (STATE DIRECTIONAL SIGNS)
	14	GASEOUS NEON TUBE TRANSFORMERS

WORK PROGRAM - PLANT DIVISION (CONT'D.)

B. 340 TRAFFIC ACTUATED DISPATCHERS AND 124 FIXED TIME CONTROLLERS WERE REMOVED TO THE SHOP FOR REPAIR OR SERVICING
137 ASSOCIATED UNITS OF ELECTRONIC EQUIPMENTS WERE REMOVED TO THE SHOP FOR BERVICE, OR REPAIR

C. 274 FIXED TIME CONTROLLERS WERE SERVICED IN THE FIELD
62 DETECTOR PADS WERE CHANGED
31 DETECTOR PADS WERE RE-TIGHTENED
14 DETECTOR FRAMES REPAIRED
69 PEDESTRIAN PUSHBUTTONS REPLACED
29 COMPLETE INTERSECTIONS WERE SERVICED
78 "WALK-WAIT" INTERSECTIONS WERE SERVICED
161 TIMING CARDS WERE PLACED
105 TIMING CHANGES WERE MADE
170 TIMING CHECKS WERE MADE
81 OFFSET CHANGES WERE MADE
333 OFFSET CHECKS WERE MADE

D. CONDUCTED BI-WEEKLY TESTS OF FREEWAY DETOUR SIGNS CONTROLLED FROM THE CENTRAL FIRE ALARM STATION.

E. CONDUCTED MONTHLY TESTS AND MAINTAINED TRAFFIC SIGNAL SYSTEM AND PREEMPT CIRCUITS IN THE BROADWAY TUNNEL.

F. CONDUCTED WEEKLY TESTS OF EIGHT CABLE CAR PREEMPT INTERSECTIONS AND ONE CABLE CAR CONTROL CROSSING.

G. PERFORMED WORK ON VARIOUS SERVICE ORDERS AND WORK ORDERS FROM THE DEPARTMENT OF PUBLIC WORKS REQUESTING ADDITIONS, ALTERATIONS, OR MODIFICATIONS TO THE TRAFFIC SIGNAL SYSTEM, AMOUNTING TO $7,093.72. APPROXIMATELY 33 MINOR MODIFICATIONS TO THE TRAFFIC SIGNAL EQUIPMENT WERE MADE ON A ROUTINE BASIS IN ORDER TO MEET EMERGENCY REQUIREMENTS, AS REQUESTED BY THE TRAFFIC ENGINEER.

H. THE DEPARTMENT OF PUBLIC WORKS ADVISED BY LETTER DATED DECEMBER 22,1961 THAT 27 ADDITIONAL INTERSECTIONS WILL BE ADDED BY JULY 1, 1963. THEY ALSO INFORMED US THAT $12,000 WILL BE REQUIRED TO PROVIDE FOR UNFORESEEN CONTINGENCIES REQUIRING MODIFICATIONS OR ALTERATIONS TO THE TRAFFIC SIGNAL SYSTEM TO BE PERFORMED BY THE DEPARTMENT OF ELECTRICITY PERSONNEL.

I. IN ADDITION TO THE NEW SIGNALS TO BE INSTALLED, THIS DEPARTMENT WILL ALSO REPAIR OR REPLACE ALL TRAFFIC SIGNALS DAMAGED BY VEHICLES AND RELOCATE TRAFFIC SIGNALS FOR BUILDING PROJECTS,AS REQUIRED; ALTHOUGH BUDGETED MATERIAL AND PERSONNEL ARE USED FOR THIS PURPOSE, REVENUE RECEIVED IS RETURNED TO THE ROAD FUND; DURING THE FISCAL YEAR 1960-1961 THIS AMOUNTED TO $26,322.40 OR APPROXIMATELY $2,193.53 PER MONTH.

J. DURING THE PREVIOUS FISCAL YEAR THIS DEPARTMENT ALWO RESPONDED TO 3,343 SPECIFIC TRAFFIC SIGNAL COMPLAINTS, REPORTING MALFUNCTION OF EQUIPMENT ORIGINATING FROM VARIOUS SOURCES.

WORK PROGRAM - PLANT DIVISION (CONT'D

MECHANICAL OPERATIONS

SKILLED PERSONNEL IN THE MECHANICAL DIVISION WILL EXECUTE ALL MACHINE TOOL WORK, GAS AND ELECTRIC WELDING AND BRAZING, ALL MECHANICAL ASSEMBLY AND REPAIR OPERATIONS, AND ALL PAINTING ON NEW AND EXISTING EQUIPMENT IN THE FIELD AND IN THE SHOP RELATED TO FIRE ALARM AND POLICE COMMUNICATIONS SERVICE, TRAFFIC SIGNAL AND AIR RAID WARNING DEVICES, AND PARKING METERS.

ALL MANUFACTURING AND REPAIR OPERATIONS, THE WORKING CONDITION OF ALL CONSTRUCTION AND MECHANICAL EQUIPMENT, OF ALL MOBILE AND STATIONARY ENGINE DRIVEN EQUIPMENT, AND THE MAINTENANCE OF ALL DEPARTMENTAL BUILDINGS WILL BE SUPERVISED BY THE MECHANICAL SUPERINTENDENT.

MANUFACTURING: THE PROGRAM REPLACING OBSOLETE FIRE ALARM BOXES IN THE HIGH VALUE DISTRICTS WILL BE CONTINUED ON THE BASIS OF 20 MASTER UNITS PER YEAR. APPROXIMATELY 72 OLD TYPE FIRE BOX SHELLS WILL BE REBUILT TO MODERN STANDARDS, AND ADDITIONAL QUANTITIES OF COMPONENT PARTS WILL BE PRODUCED TO PROVIDE FOR ACCIDENTAL DAMAGE REPLACEMENTS AND NORMAL MAINTENANCE. ALSO, APPROXIMATELY 75 FIRE ALARM BOXES FOR VARIOUS SPECIAL CONSTRUCTION PROJECTS WILL BE PRODUCED.

WORK WILL PROCEED ON THE PROGRAM TO MODERNIZE OBSOLETE POLICE CALL BOX EQUIPMENT AND 50 UNITS ARE PLANNED FOR COMPLETION AND INSTALLATION. FOR NEW PARKING METER INSTALLATIONS AND FOR DAMAGE REPLACEMENTS 325 NEW POSTS WILL BE CUT TO SIZE. UNANTICIPATED MISCELLANEOUS SPECIAL FIXTURES AND APPARATUS REQUIRED BY OTHER DIVISIONS IN THE CONDUCT OF THEIR OPERATIONS SHALL BE DESIGNED AND PRODUCED.

MAINTENANCE AND REPAIR: AS NEEDED ON ALL MECHANICAL APPARATUS INCLUDING THE ENTIRE INSTALLATION IN THE CENTRAL FIRE ALARM STATION; INSTRUMENTS IN 52 FIRE HOUSES; 1878 FIRE ALARM BOXES; THE CENTRAL RADIO STATION; 491 POLICE TELEPHONE CALL BOXES, VARIOUS OUTSIDE LOCAL TELEPHONE DESK SETS, HANDSETS, AND OPERATORS' HEADSETS; MISCELLANEOUS WORK IN CONNECTION WITH MOBILE AND STATIONARY RADIO EQUIPMENT; AIR RAID WARNING EQUIPMENT AT 53 LOCATIONS; WORN AND DAMAGED TRAFFIC SIGNAL EQUIPMENT REQUIRED TO MAINTAIN 600 SIGNAL CONTROLLED INTERSECTIONS; DEFECTIVE AUTOMATIC VEHICLE TRAFFIC COUNTERS; ALL EQUIPMENT COMPRISING THE ENTIRE INSTALLATION OF PARKING METERS IN 26 ZONES. IN ADDITION TO THE SHOP AND FIELD WORK ON PARKING METER MECHANISMS AND CASES, APPROXIMATELY 5600 POSTS WILL BE SERVICED. THE SHOP WORK CONSISTS OF REPAIRING DAMAGED AND DEFECTIVE UNITS AND A PREVENTIVE MAINTENANCE PROGRAM TO ASSURE PROPER DAILY PERFORMANCE OF THE EQUIPMENT AND TO EXTEND THE LIFE EXPECTANCY TO THE ULTIMATE POSSIBLE.

PAINTING: ALL EXPOSED EQUIPMENT SUCH AS FIRE ALARM AND POLICE CALL BOXES, TRAFFIC SIGNALS, AIR RAID WARNING DEVICES, PARKING METERS AND MISCELLANEOUS OTHER RELATED HARDWARE WILL BE PRESERVED WITH PAINT AS FAR AS CAN BE ACCOMPLISHED WITH AVAILABLE MANPOWER. PRODUCTS OF THE MACHINE SHOP FOR ALL SERVICES REQUIRING A PROTECTIVE OR AN ENHANCING COVERING WILL BE PAINTED IN THE SHOP.

OTHER DUTIES:

REQUISITIONS FOR ALL EQUIPMENT AND SUPPLIES, SPECIFICATIONS FOR ALL MACHINERY AND AUTOMOTIVE EQUIPMENT, AND ANNUAL BUDGET DATA WILL BE PREPARED; VARIOUS REPORTS AND ALL CORRESPONDENCE RELATING TO THE MECHANICAL BUREAU WILL BE TYPED; HISTORY RECORDS ON ALL PARKING METER FIELD SERVICE OPERATIONS AND ON ALL GAS ENGINE AND MECHANICAL EQUIPMENT WILL BE MAINTAINED.

RADIO MAINTENANCE AND OPERATIONS

SERVICES WILL BE PROVIDED FOR POLICE, FIRE, HEALTH, WATER DEPARTMENT, DEPARTMENT OF ELECTRICITY, PUBLIC WORKS DEPARTMENT, CORONER'S OFFICE, MUNICIPAL RAILWAY, DISASTER CORPS, AND THE BOARD OF SUPERVISORS.

THIS SERVICE WILL REQUIRE THE MAINTENANCE AND REPAIR OF THE FOLLOWING EQUIPMENT CONSISTING OF 1,548 UNITS, THE MAJORITY OF WHICH ARE IN OPERATION TWENTY-FOUR HOURS PER DAY. IN ADDITION, SERVICES AND ASSISTANCE WILL BE PROVIDED FOR OTHER CITY DEPARTMENTS, AS REQUESTED.

DEPARTMENT OF ELECTRICITY
FISCAL YEAR 1962-1963

WORK PROGRAM - PLANT DIVISION (CONT'D.)

RADIO MAINTENANCE & OPERATIONS (CONT'D.)

546 TWO-WAY MOBILE UNITS

POLICE	203
FIRE DEPT.	154
MUNI.RWY.	43
HEALTH DEPT.	14
CORONER	3
WATER DEPT.	54
DISASTER CORPS	6
DEPT. OF ELEC.	27
DEPT. OF PUB.WKS.	42

2 FIRE BOATS - TWO-WAY MOBILE

178 TWO-WAY MOTORCYCLE UNITS (POLICE DEPARTMENT)

90 PUBLIC ADDRESS AMPLIFIERS

POLICE	68
FIRE	16
DPW	1
MUNI.RWY.	4
DISASTER CORPS	1

203 MOBILE TONE GENERATORS (POLICE DEPARTMENT)

54 HANDI-TALKIE UNITS

POLICE	7
FIRE	13
WATER DEPT.	4
DISASTER CORPS	30

54 BASE STATION TRANSMITTERS (FIXED LOCATIONS)

POLICE	22
FIRE	21
WATER	2
MUNI.RWY.	1
DPW	2
DEPT. OF ELEC.	2
DISASTER CORPS	6

88 BASE STATION RECEIVERS (FIXED LOCATIONS)

POLICE	35
FIRE	38
MUNI.RWY.	1
DPW	2
WATER DEPT.	2
DISASTER CORPS	8
DEPT. OF ELEC.	2

68 CONTROL UNITS AT FIXED LOCATIONS

POLICE	23
FIRE	21
WATER DEPT.	2
MUNI.RWY.	2
DPW	5
DISASTER CORPS	5
DEPT. OF ELEC.	2

64 RECEIVERS (MONITORS) AT FIXED LOCATIONS

POLICE	4
FIRE	42
MUNI.RWY.	1
DPW	1
DISASTER CORPS	6
DEPT. OF ELEC.	10

10 RECEIVERS (CONELRAD) (FIXED LOCATIONS)

POLICE	1
FIRE	1
MUNI.RWY.	1
DPW	1
DEPT. OF ELEC.	1
WATER DEPT.	3
DISASTER CORPS	2

23 MOBILE COMMUNICATIONS AND ASSOCIATED EQUIPMENT FOR EMERGENCY LIAISON COMMUNICATIONS WITH LOCAL, REGION, AND STATE FACILITIES. (EMERGENCY MOBILE COMMUNICATIONS CENTER)

20 PORTABLE PUBLIC ADDRESS EQUIPMENTS

POLICE	12
FIRE	4
DISASTER CORPS	4

5 COMBINATION PUBLIC ADDRESS AND ELECTRIC SIRENS

POLICE	3
HEALTH	2

34 RECORDERS

POLICE	28
FIRE	4
DEPT. OF ELEC.	2

10 PUBLIC ADDRESS SYSTEMS AT FIXED LOCATIONS

POLICE	2
FIRE	1
MUNI.RWY.	6
BD. OF SUPVRS.	1

1 PACING SYSTEM AMPLIFIER (POLICE DEPARTMENT)

8 RADIO MONITOR SYSTEMS (POLICE DEPARTMENT)

84 SPEAKER OUTLETS

DEPARTMENT OF ELECTRICITY
FISCAL YEAR - 1962-1963

WORK PROGRAM - PLANT DIVISION (CONT'D.)

RADIO MAINTENANCE & OPERATIONS (CONT'D.)

11 INTERCOM SYSTEMS

POLICE	3	
MUNI RWY	4	
DEPT. OF ELEC.	3	
FIRE	1	(8 MASTER UNITS) (3 SUBSTATIONS)

3 ANNUNCIATOR SYSTEMS (POLICE DEPARTMENT)

7 SPECIALIZED ELECTRONIC INVESTIGATIVE EQUIPMENTS (POLICE DEPARTMENT)

41 EMERGENCY RECEIVER POWER UNITS AC/DC POWER SUPPLY/SET BATTERIES (FIRE DEPARTMENT)

4 STATUS BOARDS

POLICE	3
FIRE	1

2 SITUATION PLOT

POLICE	1
FIRE	1

30 EXTENSION BREAKER UNITS (FIRE DEPARTMENT)

1,548 TOTAL

FUNDS FOR REPLACEMENT OF THE DEPARTMENT OF PUBLIC WORKS RADIO SYSTEM WHICH WAS PLACED IN OPERATION IN 1953 ARE BEING INCLUDED IN THE DEPARTMENT OF ELECTRICITY BUDGET REQUEST FOR 1962-1963. THIS SYSTEM WILL BECOME OBSOLETE WHEN THE NEW NARROW BAND TECHNICAL STANDARDS ADOPTED BY THE FEDERAL COMMUNICATIONS COMMISSION BECOME EFFECTIVE ON NOVEMBER 1, 1963. THE DEPARTMENT OF ELECTRICITY WILL PREPARE THE NECESSARY PLANS AND SPECIFICATIONS FOR THIS SYSTEM AND COORDINATE ITS OPERATION WITH OTHER CITY OWNED RADIO SYSTEMS.

FUNDS FOR REPLACEMENT OF THE MUNICIPAL RAILWAY RADIO SYSTEM WHICH WAS PLACED IN OPERATION IN 1946 ARE BEING INCLUDED IN THE MUNICIPAL RAILWAY BUDGET REQUEST FOR 1962-1963. THIS SYSTEM WILL BECOME OBSOLETE WHEN THE NEW NARROW BAND TECHNICAL STANDARDS ADOPTED BY THE FEDERAL COMMUNICATIONS COMMISSION BECOME EFFECTIVE ON NOVEMBER 1, 1963. THE DEPARTMENT OF ELECTRICITY WILL ASSIST IN THE PREPARATION OF THE NECESSARY PLANS AND SPECIFICATIONS FOR THIS SYSTEM AND COORDINATE ITS OPERATION WITH OTHER CITY OWNED RADIO SYSTEMS.

AT THE REQUEST OF THE POLICE AND FIRE DEPARTMENTS, THE DEPARTMENT OF ELECTRICITY PROVIDED ESTIMATES FOR INCLUSION IN THE POLICE AND FIRE DEPARTMENTS' BUDGET REQUESTS OF 1962-1963 FOR THE FUNDS NECESSARY TO PROVIDE A MICROWAVE CONTROL SYSTEM INTERCONNECTING THE CENTRAL RADIO STATION WITH THE NEW HALL OF JUSTICE AND THE CENTRAL FIRE ALARM STATION. THIS MICROWAVE SYSTEM WILL AUGMENT THE WIRE LINES PRESENTLY USED FOR REMOTE CONTROL OF THE POLICE AND FIRE DEPARTMENTS' RADIO SYSTEMS, AND IS NECESSARY TO INSURE THE RELIABILITY AND CONTINUITY OF RADIO COMMUNICATIONS FOR THESE TWO VITAL PUBLIC SAFETY RADIO SYSTEMS SHOULD ANY DISRUPTION OF CITY OWNED CABLE PAIRS OCCUR EITHER THROUGH DISASTER OR OTHER CAUSE. THE DEPARTMENT OF ELECTRICITY WILL PROVIDE THE NECESSARY PLANS AND SPECIFICATIONS FOR THIS MICROWAVE SYSTEM.

THE FIRE DEPARTMENT IS INCLUDING FUNDS IN THEIR BUDGET REQUEST FOR 1962-1963 FOR A MOBILE COMMAND CAR, PORTABLE RADIO EQUIPMENT AND PERSONALIZED RADIO EQUIPMENT TO PROVIDE INCREASED CAPABILITIES FOR SCENE OF FIRE COMMUNICATIONS. THE DEPARTMENT OF ELECTRICITY WILL PROVIDE THE NECESSARY PLANS AND SPECIFICATIONS FOR THIS EQUIPMENT AND PROVIDE THE COORDINATION REQUIRED FOR THE INTEGRATION OF THIS EQUIPMENT INTO THE FIRE RADIO SYSTEM.

THE VOLUME OF POLICE RADIO TRAFFIC ON THE CHANNELS OF THEIR RADIO SYSTEM HAS INCREASED AND IN MOVING TO THE NEW HALL OF JUSTICE THE FOUR POSITION RADIO OPERATING CONSOLE WAS EXPANDED TO EIGHT POSITIONS. STUDIES OF THIS CHANNEL LOADING WILL BE COMPLETED AND A RE-APPORTIONING OF CHANNEL USEAGE OR INCORPORATION OF ADDITIONAL OPERATING CHANNELS RECOMMENDED.

THE DESIGN OF THE NEW HALL OF JUSTICE INCORPORATED PROVISIONS TO ACCOMMODATE CLOSED CIRCUIT TELEVISION. DISCUSSIONS ARE FREQUENTLY UNDER WAY ON HOW BEST TO USE THIS MEDIUM IN LAW ENFORCEMENT AND TO WHAT EXTENT OTHER LAW ENFORCEMENT AGENCIES WOULD BE INVOLVED. LONG RANGE PROGRAMMING AND PLANNING WILL BE ACCOMPLISHED IN THE FISCAL YEAR TO INSURE THAT OUR LOCAL PLANNING CAN BE INTEGRATED AND COORDINATED INTO ANY AREA-WIDE PROGRAM CONTEMPLATED FOR VARIOUS SECTIONS OF THE STATE.

DEPARTMENT OF ELECTRICITY

FISCAL YEAR - 1962-1963

WORK PROGRAM - PLANT DIVISION (CONT'D.)

RADIO MAINTENANCE & OPERATIONS (CONT'D.)

ACQUISITION OF A LOCAL GOVERNMENT RADIO SYSTEM AND ALSO A MOBILE COMMUNICATIONS CENTER HAVE BEEN DELAYED. EVERY EFFORT IS BEING MADE TO COMPLETE THESE TWO PROJECTS PRIOR TO THE START OF THE 1962-1963 FISCAL YEAR; HOWEVER, IT APPEARS THAT THESE TWO PROJECTS WILL NOT BE COMPLETE UNTIL THE FIRST QUARTER OF THE FISCAL YEAR.

FUNDS HAVE BEEN INCLUDED IN THE DISASTER CORPS BUDGET REQUEST FOR 1962-1963 TO PROVIDE MOBILE PUBLIC ADDRESS EQUIPMENT, A RADIO BASE BTATION FOR OPERATION INTO THE CALIFORNIA STATE FIRE NETWORK, AND RADIO BASE STATION EQUIPMENT FOR OPERATION WITH MOBILE RADIO EQUIPPED TAXI CABS IN TIME OF EMERGENCY. THE DEPARTMENT OF ELECTRICITY WILL PROVIDE PLANS AND SPECIFICATIONS FOR THIS EQUIPMENT AND PROVIDE THE COORDINATION NEEDED FOR USE OF THIS EQUIPMENT BY THE DEPARTMENTS CONCERNED. THE DEPARTMENT OF ELECTRICITY WILL CONTINUE TO FUNCTION AS THE COMMUNICATIONS DIVISION OF THE DISASTER CORPS AND AS SUCH HAS PROVIDED A WORK PROGRAM WHICH IS INCLUDED IN THE BUDGET OF THE DISASTER COUNCIL & CORPS.

THE DEPARTMENT OF ELECTRICITY IS CURRENTLY ANALYZING THE MAINTENANCE REQUIREMENTS OF THE MANY ADDITIONAL COMMUNICATIONS AND ELECTRONIC EQUIPMENTS WHICH WERE PROVIDED IN THE CONTRACT FOR THE NEW HALL OF JUSTICE IN ORDER TO EVALUATE THESE REQUIREMENTS PRIOR TO THE EXPIRATION OF THE WARRANTEES, GUARANTEES AND SERVICE AGREEMENTS. THIS EVALUATION WILL CONTINUE DURING THE FIRST HALF OF THE FISCAL YEAR AND AT SUCH TIME AS THESE MAINTENANCE REQUIREMENTS ARE DETERMINED IT MAY BE NECESSARY TO REQUEST ADDITIONAL FUNDS FOR MAINTENANCE MATERIAL AND SUPPLIES AND/OR ADDITIONAL PERSONNEL.

IN ORDER TO PROVIDE AN EFFECTIVE AND EFFICIENT PROGRAM OF RADIO MAINTENANCE AND OPERATION, TO PROVIDE FOR EXPANSIONS AND MODIFICATIONS OF THE RADIO SYSTEMS OF THE VARIOUS DEPARTMENTS, TO KEEP ABREAST OF THE RAPID IMPROVEMENTS IN THE METHODS OF COMMUNICATIONS AND TO COUNSEL CITY DEPARTMENTS ACCORDINGLY, AND TO FUNCTION AS THE COMMUNICATIONS DIVISION OF THE DISASTER CORPS, IT HAS BEEN NECESSARY TO INCLUDE A REQUEST FOR ADDITIONAL PERSONNEL IN OUR BUDGET FOR 1962-1963.

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission: COUNTY AGRICULTURE DEPARTMENT - FARMERS' MARKET — Index Number 741 — Sheet Number 1

WORK PROGRAM FOR THE FARMERS' MARKET

The San Francisco Farmers' Market began its operation during World War II in August, 1943, as an outlet for surplus and distressed crops from counties surrounding San Francisco. Its first location was at Market Street and Duboce Avenue and was operated by the farmers themselves. On August 1, 1944, the City and County of San Francisco assumed management. On August 4, 1947, the Farmers' Market opened at its present location, 100 Alemany Boulevard, under a city ordinance authorized the Chief Administrative Officer to establish a Farmers' Market and to be administered by him or by any department under his jurisdiction. It is now under the supervision of the Agricultural Commissioner, who reports to the Chief Administrative Officer through the Director of Finance and Records.

The cost of the land and capital improvements at the Farmers' Market is $243,883.01. As of June 30, 1961, $229,472.83 of this amount has been repaid to the City. The ordinance requires that fees charged shall be such as will be sufficient to pay the operating and maintenance costs of said market, and in addition thereto, repay to the City and County of San Francisco within a reasonable period, any capital expenditures appropriated for said market.

This fiscal year we are requesting money for promotional work to enable us to increase sales through more news releases to newspapapers, radio and T. V. stations and other interested outlets. The increasing of sales will bring additional revenue to the market through tonnage fees.

The Farmers' Market has three permanent and one part-time employees.

The Market Master has supervision of the Market, is responsible for the assignments of selling space to farmers, collection of daily fees, and enforcement of rules and regulations governing the market. He performs Agricultural Inspector's work on Saturday. He is on a six day week schedule.

The General-Clerk-Typist, who performs general clerical duties, works Tuesday through Saturday.

The Janitor who performs janitorial services for office, rest rooms, and market grounds works Monday through Friday.

A temporary janitor is hired for Saturday janitorial work.

The market is at present operating on a 6 day week basis, by working the Market Master overtime on Monday.

15 year Summary

Following is a summary of the Farmers' Market revenue, operating expenses, capital cost, tonnage and stalls, from 1946 through June 30, 1961:

Fiscal Year	Revenues	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage
1946-47	$16,006.50	4,101.48	11,905.02	.....	.....*
1947-48	19,748.00	14,727.81	5,020.19	15,420	6,005
1948-49	26,287.50	15,285.47	11,002.03	17,907	10,660
1949-50	32,190.50	12,458.77	19,731.73	20,095	11,695
1950-51	20,601.50	21,251.69	(650.19)	13,566	7,537 **
1951-52	29,365.50	21,651.73	7,711.77	14,481	8,156
1952-53	33,403.25	18,374.48	15,028.77	18,728	8,913
1953-54	37,423.50	18,670.67	18,752.13	20,062	9,497
1954-55	37,916.25	18,661.55	19,254.70	21,496	9,481
1955-56	35,142.00	17,675.67	17,466.33	20,765	7,027
1956-57	34,912.00	18,454.77	16,457.23	20,584	8,010
1957-58	34,044.00	19,148.69	14,895.31	20,660	7,004
1958-59	40,934.00	22,475.18	18,458.82	22,712	8,005
1959-60	46,950.75	19,583.62	27,367.13	22,178	8,908
1960-61	47,159.50	20,208.90	26,950.60	21,401	8,661
	$492,685.91	263,509.98	229,472.83	271,750	115,714

* no records kept
** Market closed Feb. to July

June 30th, 1961

Capitol Expenditures — Land $ 53,032.16; Improvements 190,850.86; Total $243,883.01

Revenues and Operating Expenses

Revenues	492,685.91	
Less:		
Operating Expenses	263,209.08	
Excess of Revenue		229,472.83

Excess of Capital Expenditures over net revenue $ 14,410.18

WORK PROGRAM 1962-1963

The sole function of this office is the administration of estates of deceased persons where there are no heirs of the decedent residing in the State of California, or in cases of a decedent dying testate where there is no executor named in the will or the executor is unable or fails to qualify and there are no resident heirs in the State.

Following is a five year comparison of work load factors in this office:

	Actual 1958-59	Actual 1959-60	Actual 1960-61	Estimated 1961-62	Estimated 1962-63
Estates Investigated...	1,413	1,400	1,251	1,500	1,500
New Estates Opened.....	580	539	496	575	575
Final Accounts Filed...	421	471	409	575	575
Discharges Filed.....	560	625	544	575	575
Open Estates (End of Year).....	791	705	657	657	657
Permanent Positions....	16	16	16	16	16

Fees collected by this office, as provided by law, come from each estate processed, are received at the time the court grants the decree approving the final accounts, and are deposited with the Treasurer to the credit of the general fund. Following is a five-year comparison of revenues:

Fiscal Year	Revenues from Fees	Operating Expenses	Net Revenue to the City
1958-59 (actual).....	$176,538	$114,215	$ 62,323
1959-60 (actual).....	205,249	115,716	89,533
1960-61 (actual).....	203,570	129,742	73,828
1961-62 (estimated)...	210,000	137,356	72,644
1962-63 (estimated)...	200,000	140,000	60,000

Besides providing revenue for the City and County, the work of the Public Administrator's Office is also of special benefit to heirs and creditors. This office provides careful and professional administration of estates, thus producing maximum residues for distribution. This includes the State of California which gets escheated residues which go into the public schools fund. Many small estates would be lost or dissipated thru lack of any administration if the Public Administrator did not take charge, in which cases creditors would not be paid.

WORK PROGRAM 1962-1963

The function of the Public Guardian is to apply for letters of guardianship and administer the estates of incompetents who are receiving welfare assistance or who are in the San Francisco General Hospital, Laguna Honda or some other county facility. A recent amendment passed in the last session of the Legislature removed the $5,000 limitation in probable value.

Through the administration of such guardianships the Public Guardian is able to assist the taxpayer of this county in three ways:

1. Where the ward is already confined in a county institution, the Public Guardian disburses funds for the care of the ward to that institution thereby aiding the county to sustain the cost of care;

2. By removing the ward from county institutions where the ward has sufficient funds and placing said ward in a private nursing home (this effects a saving to the taxpayer by taking the burden of care from him); and

3. By placing, whenever possible, wards who are veterans in veterans facilities and relieving the taxpayer of the burden of such care.

This program provides additional revenue to the City and County of San Francisco because, without the Public Guardian program, these incompetents could not qualify for welfare assistance and other benefits to which they are entitled and thereby would be a charge to the taxpayer.

This program is beneficial to the ward in that he will have funds for the necessities of life and also the knowledge that someone is caring for him.

Following in a comparison of workload factors since the inception of the program in 1960:

	1960-61 Actual	1961-62 Estimated	1962-63 Estimated
Applications Investigated...	165	180	230
New Wards.....	97	100	110
Total Active Wards.....	87	175	260
Guardianships Terminated....	10	15	15

Following in a statement of revenue and expense:

	1960-61 Actual	1961-62 Estimated	1962-63 Estimated
Income to the County.....	$41,688	$165,000	$250,000
Cost of Program.....	$18,000	$ 20,400	$ 32,000

At present there are three positions allocated to the Public Guardian's Office. Due to this limitation of personnel it will not be possible to expand this program unless one or two more positions are allowed. If these new positions are not approved, both the City and County of San Francisco and those people who are in dire need of this program will suffer.

REAL ESTATE WORK PROGRAM

I APPRAISAL OF ALL TYPES OF PROPERTY FOR VARIOUS PURPOSES.

II LAND ACQUISITIONS, PRINCIPALLY BY NEGOTIATION, BUT ALSO BY TRIAL IN EMINENT DOMAIN, ALL CITY DEPARTMENTS.

III SALE AND EXCHANGE OF CITY PROPERTIES.

IV LEASE AND RENTAL OF PROPERTIES AS BOTH LESSOR AND LESSEE.

V SALE OF BUILDINGS; CONTRACTING FOR DEMOLITION.

VI STREET VACATIONS, RELOCATIONS AND EXTENSIONS.

VII JURISDICTIONAL TRANSFERS OF PROPERTY BETWEEN CITY DEPARTMENTS.

VIII MANAGEMENT OF CITY OWNED PROPERTIES, INCLUDING CIVIC AUDITORIUM AND BROOKS HALL.

SPECIFIC PROJECTS ARE:

1 CLEARANCE BY McINERNEY SUIT OF TITLES IN McLAREN PARK AND SALE OF SURPLUS.

2 SOUTHERN FREEWAY: CLEARING OF TITLES AND MANAGEMENT OF RENTED PROPERTIES. STATE ACQUISITION OF PORTION OF BALBOA PARK.

3 PARKING AUTHORITY: LEASING AND MANAGEMENT OF CIVIC CENTER UNDERGROUND GARAGE; NEIGHBORHOOD PARKING; PORTSMOUTH SQUARE; ADMINISTRATION OF EXISTING LEASES AT 5TH AND MISSION, ST. MARY'S SQUARE, BARTLETT STREET, COMMERCE HIGH SCHOOL, HYDE AND GROVE.

4 MARKET-PORTOLA: SALE OF SURPLUS PARCELS.

5 BERNAL HEIGHTS BOULEVARD; ACQUISITION; SALE OF SURPLUS.

6 GENEVA AVENUE WIDENING: APPRAISAL AND ACQUISITION.

7 MANSELL ST. WIDENING: SALE OF SURPLUS - DEPARTMENT OF PUBLIC WORKS, RECREATION & PARK, BOARD OF EDUCATION.

8 FIRE DEPARTMENT: DEMOLITION AND SURPLUS LAND SALES. LAND USE STUDIES. APPRAISALS FOR HEADQUARTERS SITE.

9 SAN FRANCISCO AIRPORT: LEASES OF MAINTENANCE BASES AND OFFICE AND COMMERCIAL AREAS. NEGOTIATION OF EASEMENTS REQUIRED BY STATE, MUNICIPALITIES AND PUBLIC UTILITIES. LAND USE STUDIES.

10 SEWER PROJECTS: ACQUISITION OF VARIOUS EASEMENTS. S.E. COLLECTING SEWER EASEMENTS. LAKE MERCED PUMP STATION.

11 SCHOOL DEPARTMENT: SALE OR LEASE OF LINCOLN BLDG. SALE OF SURPLUS LANDS. LAND USE STUDIES. CAROLINA PROJECT (POTRERO HILL SCHOOL). SCHOOL PROJECT #53. RAPHAEL WEILL EXPANSION.

12 WATER DEPARTMENT: CHERRY VALLEY TRANSMISSION LINE, SAN ANDREAS WATERSHED, SURPLUS SALES. EASEMENTS FOR STATE, MUNICIPALITIES, COUNTIES, PUBLIC UTILITIES IN SAN FRANCISCO, SAN MATEO, SANTA CLARA AND ALAMEDA COUNTIES.

13 RELOCATION OF PRODUCE MARKET TO ISLAIS CREEK AREA.

14 WASHINGTON-CLAY STREET WIDENING.

15 SALE OF OLD HALL OF JUSTICE.

16 BOSWORTH STREET WIDENING - O'SHAUCHNESSY BLVD.REALIGNMENT.

17 FT. FUNSTON: ACQUISITION FROM GENERAL SERVICES ADMINISTRATION, U.S. GOVERNMENT.

18 PROPOSED CONVENTION CENTER APPRAISALS.

19 ACQUISITION BY STATE OF VARIOUS CITY OWNED PROPERTIES WITHIN AND OUTSIDE OF THE CITY AND COUNTY.

20 LIBRARY DEPARTMENT: APPRAISALS OF PROPOSED SITES.

21 RELOCATION HARBOR EMERGENCY HOSPITAL.

22 REALIGNMENT LANDS END ROAD (EL CAMINO DEL MAR)..

23 REDEVELOPMENT PROJECTS: ACQUISITION FOR BOARD OF EDUCATION, RECREATION AND PARK COMMISSION, LIBRARY, FIRE DEPARTMENT, DEPARTMENT OF PUBLIC WORKS.

24 PERRY PARK: APPRAISAL AND ACQUISITION.

25 WEBSTER STREET WIDENING: SALE OF SURPLUS.

26 SAN FRANCISCO HOUSING AUTHORITY: LOW RENT APARTMENT SITE (LAGUNA HONDA HOME); GILMAN PLAYGROUND.

27 NEW CENTRAL POLICE STATION SITE: TERMINATION OF LEASES. RAZING OF EXISTING IMPROVEMENTS.

28 ANNUAL VALUATION REPORT OF CITY OWNED PROPERTY: MAINTAIN RECORDS AND MAPS THEREOF.

29 BOARD OF EQUALIZATION: ASSIST AND ADVISE BOARD OF SUPERVISORS. APPRAISALS. EVALUATION OF POSSESSORY INTERESTS.

30 TAX DELINQUENT PROPERTIES: EVALUATION.

1962-1963 WORK PROGRAM

In preparing budget requests for 1962-63 the rehabilitation of the Civic Auditorium has been given full consideration.

Both the Auditorium and Brooks Hall are booked through and will have normal operation until November 1, 1962. At that time the Auditorium will close until October of 1963. The major part of the rehabilitation will be done during this period.

The Auditorium Elevator Operator will be terminated in February of 1962 when the Health Service System moves to its new location at 450 McAllister Street.

When the Real Estate Department and the Retirement System move from the Auditorium in February of 1962 two of our permanent Janitors will be assigned to 450 McAllister and remain on the Auditorium payroll. Two more permanent Janitors will be terminated in November of 1962 when the Auditorium closes for repairs. This will cut our permanent Janitorial staff from eight men to four men.

We have large shows booked in Brooks Hall for the entire fiscal year, and temporary funds will be needed because of our curtailed Janitorial staff. The two Working Foreman Janitors are required to supervise not only our permanent men but also the inexperienced temporary help.

One of the three Watchmen will be terminated November 1, 1962 as we feel the Janitorial staff can do this work while servicing shows that are open at night in Brooks Hall.

We earnestly request that the Carpenter and Electrician remain on the payroll. The Electrician is needed to service some 2000 fluorescent lights and other electrical equipment in Brooks Hall, and to service shows and see that no overloads are installed by tenants on our electrical facilities. He is also needed to acquaint himself with new electrical installations from the building viewpoint so that he will have a working knowledge of the complicated installation when the building reopens.

The Carpenter is necessary to set up staging and platforms and seating rooms in Brooks Hall, and to work on our existing building equipment, including 200 chair-trucks which will have to be modernized to operate on our new floors. Details are included in our request for money to repair these trucks.

Our curtailed Janitorial staff will not be sufficient to service shows when Brooks Hall is occupied, therefore sufficient temporary and overtime funds will be needed.

Money is requested for rental of office space during the rehabilitation, as the office area in Brooks Hall is not large enough (approximately 100 sq. ft.). It would not be possible for people to get to this office when the hall is occupied, as tenants place guards at the doors to admit only those purchasing tickets, or bona fide delegates with badges to enter when a convention or trade show is in progress.

The Convention Bureau is contemplating leasing space in the Marshall Square Building, one block east of the Auditorium, and it is to our advantage to be adjacent to them to properly service convention managers or committees contemplating bringing their people to San Francisco at a future date.

To summarize, we are reducing our working force in February of 1962 by three men, and an additional three men in October of 1962, when the Auditorium closes, or a total reduction of six employees. The remaining personnel would be the minimum number required to perform the work necessary in the operation of our facilities.

The Civic Auditorium was used a total of 148 days during the 1961-62 fiscal year, and at this time we have bookings for 78 days during the period July through October 1962.

Brooks Hall was leased a total of 180 days during the 1961-62 fiscal year, and at this time we have bookings for 151 days. Additional rentals will be entered into for the automobile shows and local events, and the total usage should approximate or exceed 180 days leased during the last fiscal year.

Fiscal Year	Budget	Revenues
1958-59	$ 199,625.	$ 216,640.
1959-60	176,036.	193,722.
1960-61	177,041.	224,112.
1961-62	164,390.	188,504.
1962-63	160,296.	142,885. (est.)
	$ 877,388.	$ 965,863.

WORK PROGRAM

RECORDER'S OFFICE
DEPARTMENT OF FINANCE AND RECORDS
1962-1963

AS PROVIDED BY STATE LAW, IT IS THE DUTY OF THE RECORDER'S OFFICE TO RECEIVE FOR RECORD ALL PAPERS OR NOTICES THAT MAY BE RECORDED, TO MAKE AND KEEP A TRUE COPY OF THE ORIGINAL, TO INDEX THEM, TO ARRANGE THE BOOKS OF RECORDS, FILMS AND INDEXES IN A SUITABLE PLACE TO FACILITATE THEIR INSPECTION, AND CHARGE THE STATUTORY FEE THEREFOR.

THE RECORDER'S OFFICE IS ALSO REQUIRED TO FURNISH CERTIFIED COPIES OF ANY OF ITS RECORDS AS REQUESTED BY THE PUBLIC FOR A FEE. SOME OF THESE CERTIFIED COPIES, NOTABLY THOSE OF MILITARY DISCHARGES AND ABSTRACTS OF MARRIAGE RECORDS, ARE REQUIRED BY VETERANS ORGANIZATIONS AND STATE OFFICES AND BY LAW MUST BE FURNISHED FREE OF CHARGE.

THIS OFFICE ALSO MAKES CERTAIN ENTRIES ON MARGINS OF RECORDS IN BOOKS WHERE THE RECORD WOULD BE AFFECTED BY LATER RECORDINGS, SUCH AS RELEASES OF MORTGAGE AND REQUESTS FOR NOTICES OF DEFAULT.

THE OFFICE PERSONNEL IS COMPRISED OF 27 EMPLOYEES WHO INCLUDE AN ASSISTANT RECORDER, 2 HEAD CLERKS, 1 CASHIER, 2 SENIOR CLERKS, A SENIOR CLERK-STENOGRAPHER, 3 PHOTOSTAT OPERATORS, 4 GENERAL CLERK-TYPISTS AND 13 GENERAL CLERKS. THE COUNTY CLERK ALSO SERVES AS RECORDER.

AS PREDICTED IN 1961-1962, THE VOLUME OF WORK HAS INCREASED TO SOME EXTENT AS SHOWN IN THE FIVE-YEAR COMPARISON BELOW. ALL RECORDS ARE ON MICROFILM (EXCEPT CERTIFIED COPIES) AND IN ADDITION TO MICROFILMING CURRENT RECORDINGS, THE RECORDER IS ENGAGED IN A PROGRAM OF MICROFILMING ALL OLD RECORDS BOOKS FROM 1906 TO 1959, THE DATE OF INCEPTION OF THE MICROFILM METHOD OF RECORDING. THIS PROGRAM WAS INITIATED BY THE RECORDER'S OFFICE AND CONFIRMED IN A RECOMMENDATION BY THE BLYTH-ZELLERBACH COMMITTEE, AND SUPPLEMENTAL FUNDS WERE APPROPRIATED TO START THE PROGRAM ON JULY 1, 1961. AS THESE OLD BOOKS ARE CHRONOLOGICALLY MICROFILMED FOR REFERENCE AND SECURITY FILES, THE BOOKS CAN BE DESTROYED AND A CONSIDERABLE SAVING IN OFFICE SPACE AND EQUIPMENT EFFECTED THEREBY. (DESTRUCTION OF OLD RECORDS IS GOVERNED BY SECTION 26205.6 GOVERNMENT CODE).

THE FOLLOWING SHOWS A FIVE-YEAR COMPARISON OF THE WORKLOAD IN THIS OFFICE:

	ACTUAL 1958-59	ACTUAL 1959-60	ACTUAL 1960-61	ESTIM. 1961-62	ESTIM. 1962-63
NUMBER OF PAPERS FILED AND RECORDED	102,641	100,264	105,460	106,000	111,000
NUMBER OF MARRIAGE CERTIFICATES RECORDED	6,595	6,629	6,638	6,000	7,000
RECORDING AND FILING FEES	$218,860.20	$212,482.40	$223,739.20	$230,000.00	$233,000.00
SPECIAL SERVICES	7,679.00	8,860.95	9,991.40	9,200.00	9,600.00
MARRIAGE LICENSES	6,686.00	6,703.00	6,670.00	6,900.00	6,600.00
TOTAL FEES	$233,234.20	$228,036.35	$240,400.60	$246,000.00	$249,100.00
VALUE OF WORK PERFORMED WITHOUT FEES	$ 19,252.40	$ 19,438.40	$ 19,101.20	$ 19,600.00	$ 20,000.00

ONE CHANGE THAT IS BEING CONTEMPLATED FOR A MORE EFFICIENT AND ECONOMICAL SERVICE TO THE PUBLIC IS MOVING THE MARRIAGE LICENSE APPLICATION BUREAU FROM THE COUNTY CLERK'S OFFICE ON THE 3RD FLOOR TO AN AREA IN THE RECORDER'S OFFICE, AND CONSOLIDATING THEREBY THE BUREAU THAT PROCESSES APPLICATIONS AND ISSUES MARRIAGE LICENSES, AND THE BUREAU WHICH FILES THE RECORD AND ISSUES CERTIFIED COPIES THEREOF. THIS MOVE WILL ACTUALLY SERVE TO BRING TWO RELATED FUNCTIONS OF THE COUNTY CLERK-RECORDER OFFICES TOGETHER AND WILL RENDER A BETTER, MORE CONVENIENT SERVICE TO THE GENERAL PUBLIC.

WORK PROGRAM -- RECORDS CENTER

Purpose of the Records Center, established by Ordinance No. 7070, is to provide orderly storage, care and management of "storage records" for any department or office of the City and County of San Francisco and the San Francisco Unified School District.

The ordinance specifies that the Superintendent of Records shall, upon request, furnish any record or volume of records entrusted to his care and management, and otherwise conduct the Records Center so as to give maximum service.

The Records Center interfiles for departments any documents being added to records previously sent to storage. All services of the Records Center are provided without charge to the using departments and offices. Storage boxes are supplied as well as transportation of records to storage for those departments without trucking facilities.

Following is a 5-year comparison of factors involving operation of the Records Center:

	1958-59 Actual	1959-60 Actual	1960-61 Actual	1961-62 Est.	1962-63 Est.
Records in storage (cu. ft.) . . .	20,269	22,009	23,476	25,676	27,867
Records rec'd, indexed (cu. ft.) .	2,165	1,740	1,474	2,500	2,500
Disposal of useless records . . .	-	-	-	1,300	300
References to records	11,984	12,710	16,342	18,000	20,000
Budget	$17,147	$17,032	$18,133	$27,788	$19,962
Cost per cubic foot	85¢	77¢	82¢	$ 1.08	72¢
Positions	3	3	3	3	3

Forty-five departments and offices have placed records in the custody of the Records Center. The volume of records in storage has grown steadily since the Records Center was established. Likewise, the number of references has consistently increased. A "reference" can be defined as each separate operation of either removing a record from its storage place, replacing a record after its return by a department or interfiling a document.

The 1961-62 budget provided funds for activiting a central receiving and reference center in the City Hall basement. In addition to providing better access to records having frequent reference, extra storage space of about 8,000 cubic feet is made available. During the past year, additional space has been gained by using the north end of the Voting Machine Warehouse (Geary Carbarn). Stored at this location have been 1,200 cubic feet of old San Francisco General Hospital medical records (200,000 patient cases). Use of this carbarn area is strictly limited because of floor weight restrictions. Unless the floor can be strengthened, no extensive use for records storage is possible.

Microfilm storage space is adequate for several years in the Twin Peaks underground vault.

WORK PROGRAM - 1962-1963

The Registrar of Voters has charge of the registration of voters and the conducting of elections. A comparatively small permanent staff of 24 is supplemented by temporary workers averaging about 125 weekly during registration and mailing periods prior to election. In the month prior to election, and the two weeks following, the crew of temporary voting machine servicemen approximates 35 men. On election day about 4500 precinct election officers are employed.

In addition to the very important 1962 General Election, the Registrar will conduct elections for schools, trade unions, Health Service System and other organizations. Except for those conducted for public and parochial schools, the City is reimbursed for these costs. The Registrar renders year round service to the general public, political organizations, public agencies, and potential candidates.

Each election varies in relation to work load and services rendered:

Date	Type of Election	Total affidavits taken	Total Registration	Total Votes	% Vote of Registration
11-6/62	General State (Est)	90,000	425,000	348,500	82.0
6-5-62	Primary State (Est)	60,000	390,000	273,000	70.0
11-7-61	General Municipal	25,000	361,845	228,748	63.2
11-8-60	General Presidential	85,000	404,613	348,290	86.1
6-7-60	Primary Presidential	45,000	368,071	244,368	66.4
11-3-59	General Municipal	31,000	351,720	250,876	71.3
11-4-58	General State	50,000	406,158	319,179	78.6

As usual, a large proportion of the seasonal work is to be performed by temporary employees, with instruction and direction by the permanent staff. Prior to the close of the voter registration period; and, in accordance with usual custom, deputy registrars will be stationed at about 40 convenient locations throughout the City. A detailed schedule of seasonal work is given in the explanation for Temporary Salaries (OE 120).

In recent years there has been an ever increasing interest in stimulating voter registration and voter turnout at elections. This has been, and is, a subject for legislative study and action. At the 1959 and 1961 Sessions of the Legislature various legislation was passed that required the Registrar to compile and report additional information to the legislative committees dealing with this problem. New legislation also requires us to instruct and deputize deputy registrars to solicit registrations throughout the City including door to door canvassing.

Since the 1962 campaigns are already under way, each major party is pressing plans to see that every potential voter is registered. There is a continual and increasing demand on the Registrar to make available additional registration facilities. It is anticipated that this increased activity will result in a much higher registration and will, of course, be reflected in our operating costs for next fiscal year.

TAX COLLECTOR'S OFFICE

WORK PROGRAM FOR FISCAL YEAR 1962-1963

The Tax Collector is charged with the responsibility of collecting current and delinquent real and personal property taxes and distributing them to the proper accounts. His duties relating to these taxes are set forth in the State Revenue and Taxation Code. He is obligated to prepare a delinquent roll each year, and must publish the delinquent list by June 8. He must, after June 30, send a report to the State Controller listing all properties "sold" to the State for taxes. He also prepares deeds to the State on property on which the taxes have not been paid for five years or more.

Under the Charter and ordinances of the City and County, he acts as license collector and has under his jurisdiction the Bureau of Delinquent Revenue and the Parking Meter Collection Division.

CASHIER DIVISION

It is estimated that in 1962-63, this office will collect in excess of $150,000,000, all of which will funnel through the Cashier's Division. Peak periods for tax collection will be from July 15 to September 15 for unsecured personal property taxes, and from November 1 to December 15 and March 1 to April 15 for real property taxes. Peak periods for license collections are in January, July and October of each year.

COLLECTIONS

	1960-61(Actual)	1961-62(Est.)	1962-63(Est.)
Real Property Taxes and Secured Personal Property Taxes	$97,740,925	$105,000,000	$110,000,000
Unsecured Personal Property Taxes	15,468,760	16,000,000	17,000,000
Purchase & Use Tax	17,098,958	18,000,000	18,500,000
Parking Meters	1,500,003	1,450,000	1,500,000
Delinquent Revenue	955,757	1,099,500	1,100,000
Licenses	657,072	879,700	1,900,000
Miscellaneous	22,657	5,000	10,000
TOTALS	$ 133,444,132	$ 142,434,200	$ 150,010,000

REAL ESTATE TAX DIVISION

The Real Estate Tax Division is responsible for the distribution and accounting of some 145,000 real estate tax bills and the accounting of over 34,000 unsecured property tax bills each year. The number of real estate tax bills has remained somewhat constant in the past 10 years and little change is expected in the coming fiscal year. In this fiscal year there has been a 13 per cent increase in the number of unsecured property tax bills from 30,000 to 34,000.

The actual number of real estate tax bills to be processed is 290,000 since the bills are printed in duplicate. Processing includes bursting, and binding bills in 1,000 pads of 290 bills per pad. We will mail approximately 102,000 bills to individual taxpayers and also send about 35,000 bills to various banks, insurance companies, etc., who send us a list of the bills they wish.

From November 1 to December 10, we will process 170,000 separate tax installment payments, 135,000 being first installments and 35,000 second installments. About 80 per cent of these payments will be received through the mail. From December 11 to April 10, we will process 105,000 installment payments, most of which will apply to the second installment.

After April 10, we must prepare a delinquent roll of all unpaid items on the secured roll. There will be about 10,000 unpaid items to be transferred. This work requires the services of 15 clerks for one week. By June 8, we must publish a list of all delinquents, and there will be about 6,000 delinquent accounts on the published list.

As of June 30 each year, any property on which taxes for that year are not paid and on which all prior years' taxes were paid, will be "sold" to the State. We will have about 3,500 "sales" to the State and on July 1, we will deed about 30 parcels to the State.

Since the inception of our mailing system, we require the services of one clerk the year round to keep the mailing list up to date. Over 20,000 changes are received annually.

BUREAU OF LICENSES

This Bureau issues approximately 100 types of licenses, as provided by ordinances passed by the Board of Supervisors. For 1962-63, we should collect about $869,250, an increase of $15,000 over the 1961-62 figure.

The majority of licenses require permits from other city departments, such as Fire, Police, Health, etc. The issuing department forwards the permit to the License Bureau and the latter notifies the permittee that the permit has been granted and to forward the license fee. Most permits, once granted, are good until revoked.

Upon expiration of the license, either quarterly or annually, a renewal notice is sent. If not paid in 30 days, a penalty of 10 per cent is added. The penalty increases to 15 per cent after 60 days, and 25 per cent after 90 days. About 4,000 delinquent notices are mailed annually, and over 1,000 delinquent accounts are

turned over to the Bureau of Delinquent Revenue each year.

The collection of the newly introduced Hotel Transient Occupancy Tax has been added to the duties of the License Bureau and the revenue from this tax should run approximately $1,000,000 per year.

As this is not a license item, we list the anticipated revenue separately, but it can be seen that the total yearly revenue to be collected by the Bureau will be approximately $1,869,250.

LICENSES ---- COMPARISON TABLE

Classification	1960-61 Actual Number	1960-61 Actual Amount	1961-62 Estimate Number	1961-62 Estimate Amount	1962-63 Estimate Number	1962-63 Estimate Amount
Business	31,063	$448,153	30,000	$585,000	30,100	$600,000
Vehicles	370	39,415	350	38,000	350	38,000
Bicycles	4,481	2,306	2,300	4,600	2,300	4,600
Inspection Fees	3,013	27,282	2,800	90,000	2,800	90,000
Contractors	2,426	24,565	2,400	24,000	2,400	24,000
Miscellaneous	3,414	7,390	3,500	6,000	3,500	6,000
Dogs	30,160	90,480	30,000	90,000	30,000	90,000
Duplicate Dogs	342	171	300	150	300	150
Curb Painting	16	2,595	16	2,500	16	2,500
Meat	689	14,726	650	14,000	650	14,000
TOTALS	75,974	$657,083	72,316	$854,250	72,416	$869,250
HOTEL TRANSIENT TAX			3,000	$800,000	4,000	$1,000,000

BUREAU OF DELINQUENT REVENUE

The Bureau of Delinquent Revenue is charged with collecting all accounts due the City which are over 90 days old, other than utilities. The Bureau also collects Unsecured Property Taxes starting July 15 each year. More than 5,000 delinquent personal property tax bills will be collected by the Bureau through its own inspectors and through claims filed in escrow, bankruptcies and estates.

The Public Health Department will refer an estimated 1,600 accounts to the Bureau. These accounts, all more than 90 days old, are collected by filing creditor's claims in estates by sending letters to debtors, or by correspondence with attorneys and insurance companies where damage suits are pending.

The attorney for the Bureau will file some 200 complaints in the Municipal and Superior Courts. Over 1200 small claims actions are filed each year where the amount due is $200 or less.

The Bureau has eight Investigators and one Senior Investigator assigned to it for work connected with field investigations. The Investigators work in assigned districts, contacting persons in connection with delinquent revenues, and enforcement of license and permit ordinances. They serve legal documents for court actions and assist the attorney representing the Bureau in preparing Court cases by compiling reports of investigations. The Senior Investigator supervises the work of the Investigators. He assigns the tasks and appraises the reports submitted. He assists in the more difficult cases.

With a full crew on hand again this year, the Investigators should be able to increase the amount of money the Bureau will collect. The group will process more than 11,000 delinquent accounts in 1962-63, about 80 per cent of which will be delinquent personal property tax accounts. We expect the delinquent personal property roll to be the largest in number of accounts ever assigned to the Investigation group.

COMPARISON TABLE - DELINQUENT ACCOUNT CLAIMS RECEIVED/COLLECTIONS

	1960-61 Actual Claims Held	1960-61 Actual Collections	1961-62 Estimate Claims Held	1961-62 Estimate Collections	1962-63 Estimate Collections
Unsecured Property Taxes	29,801	$510,10[illegible]	30,000	$700,000	$750,000
Dept.Pub.Health	1,269	317,515	1,600	375,000	3[illegible],000
Pub. Library	2,725	6,759	5,000	5,000	4,500
Sonoma State Home	11	81,627	40	80,000	85,000
Other Accounts	1,029	37,104	900	3[illegible],000	40,000
Court Costs, Interest & Fees	-	2,651	-	2,500	3,500
	34,835	$955,758	37,540	$1,099,500	$1,200,000

PARKING METER DIVISION

The Parking Meter Division consisting of 13 collectors and one supervisor will collect and sort some 400,000 pounds of coins during the 1962-63 fiscal year. We expect to collect over $1,500,000 in the coming year. The number of meters collected and would daily average about 4,200.

PURCHASE AND USE TAX DIVISION

The Purchase and Use Tax Division was officially abolished on the 31st day of August 1961 at which time the Director of the Bureau retired. The statute of limitations prevented further requests for refund from being considered after July 1, 1961.

As of December 31, 1961, there were 7 unsecured audits on hand, representing aggregate claims of $7,500, not finally adjudicated. These are expected to be settled within a few months.

WORK PROGRAM FOR THE DEPARTMENT OF WEIGHTS AND MEASURES

The Department of Weights and Measures' staff consists of Sealer, Senior Inspector, 6 Inspectors and a General Clerk-Typist. The Sealer is the Department Head and serves in an administrative capacity. The Senior Inspector assigns the Inspectors to the various districts in the city, investigates complaints and also serves as an Inspector. The Inspectors make annually required inspections in their respective districts and perform all related duties assigned to them. The General Clerk-Typist maintains all records including Account Ledger for the department. One of the Inspectors was promoted to another department on October 1, 1961, and as there is no list of eligibles, the department is using a temporary Inspector until a new examination is held.

The duties of the department are to enforce State laws pertaining to Weights and Measures and Petroleum Products covered by the Business and Professions Code and Title 4, Business Regulations, of the California Administrative Code.

The duties include:

1. Annual inspection of each piece of weighing and measuring equipment used commercially which means all scales, pumps, meters, yardage computers, liquid measures, etc.

2. Continuous inspection of all packages, cans, bottles or any other type of container to assure the accuracy of the quantity marking. A new method of sampling and testing of these packages is now established by Article #5, California Administrative Code, which requires uniform testing steps and procedures. Although more of the department's time will be required to use this system, the improved results should justify the effort.

3. Miscellaneous enforcement of allied laws such as the Brake Fluid, Anti-Freeze and Hydraulic Fluid regulations; Labeling, Advertising and Motor Fuel Pump Licensing provisions of the Petroleum Section (Chapter 7) of the Business and Professions Code and the Public Weighmaster Act.

4. Instructions to users of Weights and Measures equipment and general education of all interested in weighing and measuring problems.

COMPARISON OF WORK ACTIVITIES

		Actual 1958-59	Actual 1959-60	Actual 1960-61	Estimated 1961-62	Estimated 1962-63
1.	Certificates Issued	16585	15560	14489	15500	15550
2.	Scales Approved	16185	15732	16199	22500	22500
	" Rejected	5599	7283	6040		
	Total	21784	23015	22239		
3.	Weights Approved	12648	26851	24283	25000	25000
	" Rejected	213	277	84		
	Total	12861	27128	24367		
4	Gasoline Pumps Approved	5255	6193	7907	8500	8500
	" " Rejected	753	471	447		
	Total	6008	6664	8354		
5.	Other Measuring Devices Approved	10279	6680	13386	13500	13500
	" " " Rejected	30	40	23		
	Total	10309	6720	13409		
6.	Packages	1119713	1095450	1132747	1300000	1300000
7.	Inspectors	7	7	7	7	7
8.	Average Monthly Unit of Performance For Each Inspector:					
	Certificates Issued	197	185	172	182	182
	Scales, Pumps, Weights and Other Measuring Devices,	607	753	814	827	827
	Packages	13329	13041	13485	15000	15000

9. An important part of the work of this department is investigative duties which involve the legality of Brake Fluid and Anti-Freeze; accurate weighing and maintenance of records by Public Weighmasters; legality of advertising of gasoline and food products and the investigation of complaints. These activities require an estimated 15 to 20% of the time of the department's personnel.

WORK PROGRAM

The Work Program for thePurchasing Department will include purchasing of Materials and Supplies, equipment and contractual services for all departments including the Unified School District; the operation of Central Shops and facilities at other locations for maintenance and repair of automotive and other equipment for departments other than Public Utilities; the operation of central storeroom for the Purchasing and other departments (more completely with the Purchasing rather than institutional personnel at Health Department institutions); the conduct of sales of surplus equipment and supplies, and maintenance of inventory; and the operation of Reproduction and Tabulating sections for service to various departments; all as outlined in the September 1961 report for the Mayor and in accordance with trends and policies outlined therein.

MAIN OFFICE & GENERAL:

	1958-59		1959-60		1960-61		ESTIMATED 1961-62		ESTIMATED 1962-63	
PURCHASE ORDER PROCESSING	PURCHASE ORDERS	AMOUNT	PURCHASE ORDERS	AMOUNT	PURCHASE ORDERS	AMOUNT	PURCHASE ORDERS	AMOUNT	PURCHASE ORDERS	AMOUNT
GENERAL	16582	$ 6206650	16922	$ 6730230	17386	$ 7437858	15000	$ 6527000	14000	$ 6450000
EDUCATION	5612	2710630	5635	2955034	5753	2881720	5000	2789000	5000	2750000
HEALTH	4682	2083262	4672	2191560	4568	2211501	4000	2090000	4000	2100000
UTILITIES	6204	9323311	6010	5438108	5403	3129338	6000	5793000	5000	5500000
PETTY (less than $50)	10988	277957	10824	289741	11223	302065	10000	291000	10000	300000
TOTAL	44068	$20631810	44063	$17604673	44313	$15964482	40000	$17490000	38000	$17100000

SALES:

DOCUMENTS		$7117		$1600		$9606		$2000		$2000
SURPLUS		205874		110276		93200		200000		200000
STORE OUTLETS	Sub. 9	Main 16	Sub. 9	Main 16	Sub. 9	Main 17	Sub. 9	Main 17	Sub. 9	Main 17
	DEPARTMENTS SERVED	FUNDS EXPENDED	DEPARTMENTS SERVED	FUNDS EXPENDED	DEPARTMENTS SERVED	FUNDS EXPENDED	DEPARTMENTS SERVED	FUNDS EXPENDED	DEPARTMENTS SERVED	FUNDS EXPENDED
REPRODUCTION	50	$79500	50	$83330	50	$87327	50	$91000	50	$87256
TABULATING	11	104180	12	104351	12	112638	12	115000	12	118214
CENTRAL SHOPS	65	705067	65	809182	65	845609	65	850000	65	835231

C CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission: PUBLIC WORKS

BUDGET EXPLANATIONS

FISCAL YEAR

SUMMARY - WORK PROGRAM 1962-63 — Index Number: 417 — Sheet Number:

MAINTENANCE AND REPAIR - PUBLIC BUILDINGS - BUREAU OF BUILDING REPAIR

	No.of Bldgs.or Units	Personal Service-Permanent Supervisory & Technical: Superintendent	Ass't.Superintendent	Engineer-Mechanical	Sr.Arch.Draftsman	Gen.Fmn.Carpenter	Gen.Fmn.Cement Finisher	Gen.Fmn.Painter	Gen.Fmn.Plumber	Gen.Fmn.Sheetmetal Wkr.	Gen.Fmn.Steamfitter	Gen.Fmn.Electrician	Personal Service Wages - 253 Days Supervisory: Foreman Glazier	Foreman Painter	Foreman Locksmith	Bldgs.Maint'ce.Supt.	Chief Operating Engr.	Sr.Stationary Engineer	Operating Engineer	Stationary Engineer	Jr.Operating Engr.	Elevator Operator	Personal Service Permanent Operational Division: Janitress-Janitress	Working Fmn.Janitor	Foreman Janitor	Supervisor of Janitors	Asst.Supvr.of Janitors	Watchman	Chauffeur	Window Cleaner	Sub-Fmn.Window Cleaner	Glazier	Cement Finisher	Carpenter	Painter	Sheetmetal Worker	Plumber	Steamfitter	Electrician	Laborer	Extra-departmental and Outside Painters	Total-No. of Employees
Bur.Bldg.Repair-Offices & Shops	11	1	2	1	1	½	½	½	½	½	½	½											1											1							1		
City Hall (and Power House)	2															1		1	5	2	½	9	37	2	1		3							1	1		1	1	1				
New Hall of Justice	1																1	1	5	1	3		37	3	1									2	4		3	3	1				
San Francisco Hospital	33													½																				1	½		2	1					
Laguna Honda Home	25													½																				1									
Fire Department	59																																	1			1	1					
Health Center Building	1																						7	1																			
450-460 McAllister Street	2																		1			1	4	1																			
Art & Planning Commission	1																						1																			
Sewage Treatment Plants	36																																		2					2		
Police Department	9																						7		1																	
150 Otis Street	2																						2																			
Civic Auditorium & Brooks Hall	2																																									
Various Public Bldgs.-As Required													1		1	1	1									1	1	3	1	6	1	1	1	1	1	1	1	3	1	1			
		1	2	1	1	½	½	½	½	½	½	½	1	1	1	2	2	11	3	7	10	96	7	3	1	1	6	1	6	1	1	1	7	12	1	10	7	5	1	133½	368
Hassler Health Home	17																																									
Emergency Hospitals	5																																									
Health Centers	10																																									
Public Libraries	28																																									
Public Welfare	1																																									
Street Cleaning Yard	1																																									
Dept. of Electricity	6																																									
Purchaser's Warehouse & Shops	5																																									
Farmers' Market	3																																									
Log Cabin Ranch	16																																									
Registrar of Voters Whse.	1																																									
County Jails #2 & #4	7																																									
Youth Guidance Center	16																																									
Sewage Pumping Stations	16																																									
TOTALS	316																																									

AUTOMOTIVE EQUIPMENT - CITY OWNED

Passenger Cars	15
Trucks	38
TOTAL	53

Personal Service - Permanent

CLASS TITLE	1962-63
Superintendent	1
Ass't.Superintendent	2
Mechanical Engineer	1
Sr.Architect.Draftsman	1
Elevator Operator	10
Janitress	3
Janitor	93
Working Fmn.Janitor	7
Foreman Janitor	3
Ass't.Supvr.Janitors	1
Supervisor of Janitors	1
Watchman	6
Jr.Operating Engineer	7
Operating Engineer	11½
Chief Operating Engineer	2
Bldg.Maint'ce.Supt.	1
Sr.Operating Engineer	2
Stationary Engineer	3
	155

Personal Service Wages - Supervisory - 253 Days

CLASS TITLE	No.Employees
Gen.Fmn.Carpenter	1
Gen.Fmn.Cement Finisher	1
Gen.Fmn.Painter	1
Gen.Fmn.Plumber	1
Gen.Fmn.Sheetmetal Worker	1
Gen.Fmn.Steamfitter	1
Gen.Fmn.Electrician	1
TOTAL	7

Personal Service-Traffic Painting

CLASS TITLE	
Foreman Painter	1
Painters	10
TOTAL	11

Personal Service-Wages-253 Days

CLASS TITLE	1962-63
Carpenter	7
Cement Finisher	1
Glazier	1
Foreman Glazier	1
Foreman Locksmith	1
Painter	12
Foreman Painter	1
Plumber	10
Sheetmetal Worker	1
Steamfitter	7
Electrician	5
Laborer	1
Chauffeur	1
Window Cleaner	6
Sub-Fmn.Window Cleaner	1
TOTAL	56

Prepared by: Bureau of Building Repair

FORM 4170

C CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: PUBLIC WORKS-BUREAU OF BUILDING REPAIR — Index Number 417 — Sheet Number ____

SUMMARY
MAINTENANCE & REPAIR OF PUBLIC BUILDINGS - 213 ACCOUNT
1962-63 BUDGET

	RECOMMENDED					DESIRABLE				OTHER	
	Priority 0	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6	Priority 7	Priority 8	Priorities 9 - 12	Total Requests
DEPARTMENT	Urgent Unforeseen Misc. & Routine	Health & Safety	Preservation of Property Values	Increase Efficiency	Appearance & Modernization	Health & Safety	Preservation of Property Values	Increase Efficiency	Appearance & Modernization		
City Hall	$ 40,000	$ 3,650	$ 16,750	$ --	$ 13,470	$ --	$ --	$ --	$ 19,750	--	$ 93,620
Art Commission	200	--	--	--	--	--	--	--	--	--	200
City Planning	1,200	--	--	--	900	--	--	--	--	--	2,100
Disaster Council & Corps	1,000	--	--	--	--	--	--	--	--	--	1,000
Fire Department	35,500	21,280	7,530	2,900	16,730	--	2,680	--	38,740	--	125,360
Police Department	10,250	--	1,750	--	5,500	--	--	--	3,550	--	21,050
Public Welfare	11,250	--	--	--	4,000	--	--	--	--	--	15,250
Sheriff	30,000	15,930	10,470	--	--	--	--	--	930	16,000	73,330
Youth Guidance Center	32,750	--	1,800	--	9,900	--	--	--	--	1,880	46,330
Log Cabin Ranch	14,000	--	--	--	--	--	--	--	1,850	--	15,850
Department of Electricity	4,000	--	--	--	--	--	--	--	6,850	--	10,850
Farmers' Market	1,000	--	--	--	--	--	--	--	--	--	1,000
Real Estate											
Civic Aud.-Brooks Hall	15,000	--	--	--	--	--	--	--	--	--	15,000
Fin. & Records (150 Otis)	1,300	--	--	--	--	--	--	--	--	--	1,300
Recorder & Reg. of Voters	2,000	--	--	--	--	--	--	--	--	--	2,000
Purchaser	9,250	--	--	--	--	--	--	--	--	--	9,250
PUBLIC WORKS											
Hall of Justice	20,000	--	--	--	--	--	--	--	--	--	20,000
2323 Army Street	12,000	--	--	--	--	--	--	--	--	--	12,000
450 McAllister Street	12,000	--	--	--	--	--	--	--	--	--	12,000
150 Otis Street	13,000	--	--	--	--	--	--	--	--	--	13,000
Sewage Pumping Stations	5,000	--	3,500	--	--	--	--	--	--	--	8,500
Sewage Treatment Plants	25,300	4,450	30,460	--	--	--	--	1,100	21,100	500	82,910
Street Cleaning	1,000	--	--	--	--	--	--	--	--	--	1,000
PUBLIC HEALTH											
Health Center Building	24,000	--	--	--	1,100	--	--	--	40,050	8,600	73,750
Adult Guidance Center	1,000	--	--	--	--	--	--	--	--	--	1,000
Venereal Disease Clinic	1,500	--	--	--	--	--	--	--	5,000	--	6,500
Emergency Hospitals	6,000	--	--	--	--	--	--	--	2,050	--	8,050
Hassler Health Home	45,360	--	--	--	--	--	--	--	--	--	45,360
Laguna Honda Home	96,500	--	21,000	--	--	--	--	--	--	--	117,500
San Francisco Hospital	102,000	--	21,000	--	--	--	--	--	--	--	123,000
Public Libraries	49,800	15,000	6,200	--	8,810	--	--	--	15,550	--	95,360
Totals	$623,160	$ 60,310	$120,460	$ 2,900	$ 60,410	$ --	$ 2,680	$ 1,100	$ 155,420	$ 26,980	$1,053,420
Accumulative Totals		683,470	803,930	806,830	867,240	867,240	869,920	871,020	1,026,440	1,053,420	

DISTRIBUTION OF TRAFFIC PAINTING - BUDGET 1962-63

		TOTAL	PUBLIC WORKS BLDG. REPAIR DEFERRED MTCE	PUBLIC WORKS ENGINEERING PARKING METERS	ROAD FUND TRAFFIC ENGR. TRAFFIC PAINTING
	PERMANENT WAGES				
A354	PAINTER	142249)	32564	2838	132068
A357	FOREMAN PAINTER	25221)			
	OVERTIME & TEMPORARY WAGES				
A354	PAINTER	35000		308	34692
	CONTRACTUAL SERVICES			100	4582
216	REPAIRS TO AUTO EQUIPMENT	3400			
216	RECAPPING TIRES	100			
216	CRANKCASE BLOW-BY DEVICE	182			
219	REPAIRS, STENCILS, SPRAY GUNS, ETC.	900			
267	ACCIDENT, COMPENSATION, MEDICAL	100			
	MATERIALS AND SUPPLIES			440	56520
301	TIRES AND TUBES	150			
318	PAINT	52000			
318	BRUSHES,STENCILS,AIR & PAINT LINES, ETC.	3010			
321	GASOLINE AND OIL	1800			
	TOTAL	264112	32564	3686	227062

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: PUBLIC WORKS-BUREAU OF BUILDING REPAIR — Index Number 417 — Sheet Number

SUMMARY

REPLACEMENT & RECONSTRUCTION OF PUBLIC BUILDINGS - 223 ACCOUNT

1962-63 BUDGET

	RECOMMENDED				DESIRABLE				OTHER	
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6	Priority 7	Priority 8	Priorities 9 - 12	Total Requests
DEPARTMENT	Health & Safety	Preservation of Property Values	Increase Efficiency	Appearance & Modernization	Health & Safety	Preservation of Property Values	Increase Efficiency	Appearance & Modernization		
City Hall	$ 5,760	$ 16,210	$ 18,850	$ 10,160	$ --	$ --	$ --	$ --	$ --	$ 50,980
Art Commission	--	--	--	--	--	--	--	--	--	--
City Planning	--	--	200	--	--	--	--	--	--	200
Disaster Council & Corps	--	--	--	--	--	--	--	--	--	--
Fire Department	22,410	2,050	2,950	--	450	--	--	--	1,200	29,060
Police Department	--	--	--	--	--	--	--	--	--	--
Public Welfare	--	--	--	--	--	--	--	--	--	--
Sheriff	--	--	--	--	14,800	--	800	--	--	15,600
Youth Guidance Center	--	--	--	--	--	--	--	--	--	--
Log Cabin Ranch	--	--	--	--	--	--	--	5,100	1,900	7,000
Department of Electricity	--	--	--	--	--	--	--	--	--	--
Farmers' Market	--	--	--	--	--	--	--	--	--	--
Real Estate										
Civic Aud.-Brooks Hall	--	--	--	--	--	--	--	--	--	--
Finance & Records (150 Otis)	--	--	--	--	--	--	--	--	--	--
Recorder & Registrar of Voters	--	--	--	--	--	--	--	--	--	--
Purchaser	--	--	--	--	--	--	--	--	--	--
PUBLIC WORKS										
Hall of Justice	--	--	--	--	--	--	--	--	--	--
2323 Army Street	--	--	--	--	--	--	--	--	--	--
450 McAllister Street	--	--	--	--	--	--	--	--	--	--
150 Otis Street	--	12,200	--	--	--	--	--	--	--	12,200
Sewage Pumping Stations	--	--	--	--	--	--	--	--	--	--
Sewage Treatment Plants	--	--	--	--	400	--	650	--	9,400	10,450
Street Cleaning	--	--	--	--	--	--	--	--	--	--
PUBLIC HEALTH										
Health Center Building	3,250	--	--	--	--	--	--	--	--	3,250
Adult Guidance Center	--	--	--	--	--	--	--	--	--	--
Venereal Disease Clinic	--	--	--	--	--	--	--	--	--	--
Emergency Hospitals	--	--	--	--	--	--	--	--	--	--
Hassler Health Home	--	--	--	--	--	--	--	--	--	--
Laguna Honda Home	--	--	--	--	--	--	--	--	--	--
San Francisco Hospital	--	--	--	--	--	--	--	--	--	--
Public Libraries	40,370	--	--	--	--	--	--	--	800	41,170
Totals	$71,790	$ 30,460	$ 22,000	$ 10,160	$ 15,650	$ --	$ 1,450	$ 5,100	$ 13,300	$169,910
Accumulative Totals		102,250	124,250	134,410	150,060	150,060	151,510	156,610	169,910	

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS - GENERAL OFFICE IMPROVEMENTS

BUDGET EXPLANATIONS

Index Number 2.3

FISCAL YEAR

Sheet Number

Appro. No.	1961-62 Budget	Unexpend. Allow.Fwd. 6-30-61	Modifications Amt. Reference		Expenditures Forwarded 6-30-61	Total Allowance	-----Expenditures----- Total 12-31-61	Total Forwarded	Actual expend. 1st. 6 Mon.
1,423,504,423		34694.09			305.91	35000.00	305.91	305.91	
1.423.500.429	42000.00					42000.00	-		
1.423.509.429		230.00			520.00	750.00	520.00	520.00	
1.423.513.429		10000.00				10000.00	-		
1.423.514.429		7500.00				7500.00	-		
1.423.516.429		6320.87			24045.53	30366.40	24045.53	24045.53	
1.423.512.555	35000.00					35000.00	-		
1.423.513.555	28400.00					28400.00	-		
1.423.502.557		34400.00	SJV1420 12/15/61	4000.00	1600.00	40000.00	6781.00	1600.00	5181.00
1.423.503.557		18000.00				18000.00	6410.00		6410.00
1.423.504.557		7176.00	SJV1420 12/15/61	2595.00	5399.00	15000.00	15053.47	5399.00	8554.47
1.423.505.557	108000.00					108000.00	-		
1.423.506.557	162000.00					162000.00	-		
1.423.507.557	90000.00					90000.00	-		
1.423.509.557	27300.00					27300.00	-		
1.423.510.557	308915.00					308915.00	-		
1.423.522.557	27700.00					27700.00	-		
1.423.523.557			SJV309 8/26/61	40000.00		40000.00	-		
1.423.556.557		70000.00				70000.00	-		
1.423.500.631		95359.00	SJV1420 12/15/61	141.00		95500.00	-		
1.423.504.631		51144.58	SJV1420 12/15/61	9250.00	119605.42	180000.00	171370.49	119605.42	51765.07
1.423.514.631	10500.00					10500.00	-		
1.423.515.631	10800.00					10800.00	1400.00		1400.00
1.423.518.631	2800.00					2800.00	-		
1.423.503.695		213616.91			3603.09	217300.00	6901.56	3603.09	3298.47
1.423.504.695		166818.45			5731.55	172550.00	10078.66	5731.55	4347.11
1.423.506.695		500.00				500.00	-		
1.423.530.695		25500.00				25500.00	-		
	1464915.00	1849433.57		94094.00	305573.16	3714015.73	918712.68	305573.16	613139.52
1.607.500.312		669911.55			5774.45	675686.00	675686.00	5774.45	669911.55
1.607.500.411		13256.55			13743.45	27000.00	13743.45	13743.45	-
GRAND TOTAL	1464915.00	2532601.67		94094.00	325091.06	4416701.73	1606418.13	325091.06	1385051.07

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR

Department, Board or Commission: PUBLIC WORKS - GENERAL OFFICE IMPROVEMENTS — Index Number 423 — Sheet Number

1962-63 Budget
General Office Improvements
First 6 Months
Allowances & Expenditures

Appro. No.	1961-62 Budget	Unexpend. Allow.Fwd. 6-30-61	Modifications Reference	Amt.	Expenditures Forwarded 6-30-61	Total Allowance 12-31-61	Expenditures: Total 12-31-61	Expenditures: Total Forwarded 6-30-61	Expenditures: Actual Expend. 1st. 6 Mos.
1.423.500.145		573.99			8426.01	9000.00	8426.01	8426.01	-
1.423.503.145		17400.00				17400.00	-		
1.423.506.145	309000.00	11070.00	SJV1420 12/15/61	750.00	4180.00	325000.00	6041.91	4180.00	1861.91
1.423.507.145		61134.33			8865.67	70000.00	13284.81	8865.67	4419.14
1.423.509.145		180000.00				180000.00	-		
1.423.513.145		1820.50	Trf. #489	3.10		1823.60	1823.60		1823.60
1.423.514.145		64176.73			823.27	65000.00	7002.58	823.27	6179.31
1.423.516.145		2000.00	Trf. #489	(3.10)		1996.90	1862.68		1862.68
1.423.505.169		18197.47	SJV1420 12/15/61	11360.00	32522.53	62080.00	53344.45	32522.53	20821.92
1.423.504.175		2160.00				2160.00	1964.46		1964.46
1.423.503.106		168639.05	SJV1420 12/15/61	1305.00	16257.90	188201.95	18692.08	18257.90	434.18
1.423.504.106		4550.00				4550.00	717.09		717.09
1.423.508.186	32200.00					32200.00	-		
1.423.513.186	6000.00					6000.00	-		
1.423.500.187		21868.57			981.43	22850.00	2698.42	981.43	1716.99
1.423.501.187		2400.00	SJV1420 12/15/61	600.00		3000.00	2365.80		2365.80
1.423.502.107		45054.00	SJV1420 12/15/61	11628.00	17818.00	74500.00	60212.32	17818.00	42394.32
1.423.503.187			SJV1420 12/15/61	1575.00		1575.00	1569.48		1569.48
1.423.507.187	46500.00					46500.00	-		
1.423.511.187	177000.00					177800.00	-		
1.423.502.241		180.93				180.93	170.69		170.69
1.423.501.255			SJV1420 12/15/61	1200.00		1200.00	1189.41		1189.41
1.423.502.255		5362.50				5362.50	4585.00		4585.00
1.423.505.417		12250.00	Trf. #827	(86.00)		12164.00	8256.14		8256.14
1.423.513.417	40000.00					40000.00	-		
1.423.541.417		1251.54			48669.46	49921.00	48707.73	48669.46	38.27
1.423.554.417		304500.45				304500.45	301664.04		301664.04
1.423.556.417		2711.58			2288.42	5000.00	4168.61	2288.42	1880.19
1.423.575.417			SJV1420 12/15/61	1846.00		1846.00	1752.31		1752.31
1.423.573.417		180872.03	SJV1420 12/15/61	8000.00	1949.97	190822.00	126506.34	1949.97	124556.37

ESTIMATED WORK PROGRAM
1962-63
SEWAGE PUMPING STATION DIVISION
BUREAU OF SEWER REPAIR AND SEWAGE TREATMENT

PAR
10-20-61

DISTRICTS AND STATIONS	DRAINAGE AREA ACRES	PERSONNEL		FUNCTIONS MILLION GALLONS SEWAGE PUMPED YEARLY				6 MONTHS	ESTIMATED
		OPERATING ENGINEERS	JR. OPERATING ENGINEERS	1957-58	1958-59	1959-60	1960-61	1961-62	1962-63
NORTH POINT DISTRICT	1370	1	6	2569	2291	2316	2776	1030	2750
COMMERCIAL STREET	93			376	303	306	325	131	315
FOURTH STREET	138						187	60	400
HYDE STREET	14			64	28	30	25	11	25
MARINA	1125			2129	1960	1980	2239	828	2010
RICHMOND-SUNSET DISTRICT	589	1	2	587	681	679	658	346	700
FULTON STREET	82			53	44	45	63	36	70
LAKESHORE	152			171	138	132	141	78	160
PARK MERCED	212			125	228	216	271	137	275
PINE LAKE	3			5	4	4	4	1	4
SEA CLIFF #1	4			12	18	18	2	1	2
SEA CLIFF #2	84			123	168	174	105	55	109
VICENTE STREET	52			98	91	90	72	38	80
SOUTHEAST DISTRICT	757	1	2	656	1101	1095	1437	600	1420
FITZGERALD AVENUE	30			17	14	15	86	18	90
HUNTERS POINT	90			125	117	120	130	52	120
MARIPOSA STREET	110			280	234	240	254	105	260
YOSEMITE AVENUE	527			234	736	720	977	425	950
TOTALS	2716	3	10	3812	4073	4090	4871	1976	4870

REMARKS:

1. COMMERCIAL STREET - 2.8 JR. OPERATING ENGINEERS ASSIGNED SHIFTS.
2. FOURTH STREET - PLACED IN OPERATION 1-24-61.
3. MARINA - 2.8 JR. OPERATING ENGINEERS ASSIGNED SHIFTS.
4. YOSEMITE AVENUE - PLACED IN OPERATION 8-26-57.
5. TOTAL PERSONNEL 14. DIVISION ADMINISTRATIVE PERSONNEL OF ONE ASS'T. ENGINEER I, ELECTRICAL NOT INCLUDED IN ABOVE TOTALS.

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BUREAU OF SEWER REPAIR & SEWAGE TREATMENT
SEWAGE TREATMENT DIVISION
QUANTITIES OF SEWAGE & SLUDGE TREATED

SEWAGE FLOW (IN MILLIONS OF GALLONS PER DAY)

FISCAL YEAR	NORTH POINT TOTAL	NORTH POINT DRY WEATHER	RICHMOND-SUNSET TOTAL	RICHMOND-SUNSET DRY WEATHER	SOUTHEAST TOTAL	SOUTHEAST DRY WEATHER	TOTAL TOTAL	TOTAL DRY WEATHER
1956-57	44.2	40.4	13.9	14.1	17.3	16.2	75.4	70.7
1957-58	46.7	42.1	13.6	13.7	21.6	20.5	81.9	76.3
1958-59	44.9	43.3	14.9	15.0	17.4 (B)	17.3 (B)	77.2 (B)	75.6 (B)
1959-60	47.0	44.8	14.5	15.0 (C)	16.4 (D)	15.8 (D)	77.9	75.6 (C,D)
1960-61	46.8	44.8	15.9	15.7	16.6	15.8	79.3	76.3
1961-62 (A)		45.7		15.7		16.2		77.6
1962-63 (A)		51.3		17.7		16.6		85.6

RAW SLUDGE DRY SOLIDS COLLECTED (IN THOUSANDS OF POUNDS PER DAY)

1956-57	93.4	22.9 (E)	39.6 (E)	155.9 (E)
1957-58	89.6 (F)	18.9 (E)	42.3 (E)	150.8 (E,F)
1958-59	67.4 (G)	20.0 (C)	42.3 (E)	129.7 (C,E,G)
1959-60	67.5	21.1	40.1 (E)	127.7 (E)
1960-61	66.2	18.7 (H)	40.1 (E)	125.0 (E)
1961-62 (A)	67.5	18.7	41.1 (E)	127.3 (E)
1962-63 (A)	75.8	21.1	42.1 (E)	139.0 (E)

(A) ESTIMATED
(B) REDUCED BY CONTROL OF BAY WATER INFLOW
(C) ELIMINATING DAYS IN WHICH FLOW WAS BY PASSED BECAUSE OF MECHANICAL DIFFICULTIES
(D) REDUCED BY CONTROL OF RECIRCULATED FLOW AND DECREASE IN INDUSTRIAL WASTES FLOW
(E) ESTIMATED, DIRECT MEASUREMENT IMPOSSIBLE DUE TO RECIRCULATING SLUDGE LOAD
(F) UNUSUALLY HEAVY STORMS CAUSED BY-PASS OF LARGE QUANTITIES OF SOLIDS CAUSING REDUCTION OF SOLIDS IN SPITE OF INCREASED FLOW
(G) INERT INORGANIC PORTION REDUCED WITHOUT CHANGE IN ORGANIC PORTION BY CONTROL OF INORGANIC INDUSTRIAL WASTES
(H) REDUCED BY CONTROL OF RECIRCULATING SLUDGE LOAD

THE FOLLOWING BUDGET ITEMS ARE MORE OR LESS DIRECTLY AFFECTED BY AN INCREASE IN SEWAGE FLOW:

219. MACHINERY & EQUIPMENT MAINTENANCE & REPAIR. (WEAR AND TEAR ON PUMPING AND SCREENING EQUIPMENT.)
231. HEAT, LIGHT & POWER (PUMPING COSTS)
303. REPLACEMENT & SPARE PARTS (PUMPING & SCREENING EQUIPMENT)
361. PLANT CHEMICALS (CHLORINE)

THE FOLLOWING ITEMS ARE MORE OR LESS DIRECTLY AFFECTED BY AN INCREASE IN SLUDGE SOLIDS HANDLED:

110. PERMANENT SALARIES (LONGER HOURS OF OPERATION OF FILTERING EQUIPMENT)
111. OVERTIME ALLOWANCE (ADDITIONAL PERMANENT SALARY EXPENDITURES)
112. HOLIDAY ALLOWANCE (" " " ")
120. TEMPORARY SALARIES (ADDITIONAL TEMPORARY SALARY EXPENDITURES)
216. MAINTENANCE AUTO EQUIPMENT (MORE FILTER CAKE FROM RICHMOND-SUNSET)
219. MACHINERY & EQUIPMENT MAINTENANCE & REPAIR (WEAR AND TEAR OF SLUDGE COLLECTING, PUMPING AND FILTERING EQUIPMENT)
231. HEAT, LIGHT & POWER (POWER FOR COLLECTING, PUMPING AND FILTERING SLUDGE)
301. TIRES & AUTO SUPPLIES (PORE FILTER CAKE FROM RICHMOND-SUNSET)
303. REPLACEMENT & SPARE PARTS (SLUDGE COLLECTING, PUMPING AND FILTERING)
321. FUELS & LUBRICANTS (LUBRICATION OF SLUDGE HANDLING EQUIPMENT AND TRUCK MILEAGE FOR FILTER CAKE FROM RICHMOND-SUNSET)
361. PLANT CHEMICALS (FERRIC CHLORIDE)

CITY & COUNTY OF SAN FRANCISCO — Department, Board or Commission: PUBLIC WORKS

BUDGET EXPLANATIONS

FISCAL YEAR

Index Number 429 Sheet Number

ESTIMATED WORK PROGRAM
1962-63
SEWER REPAIR DIVISION
BUREAU OF SEWER REPAIR AND SEWAGE TREATMENT

	1957-58		1958-59		1959-60		1960-61		6 MONTHS 1961-62		ESTIMATED 1962-63		
	% OF TIME	WORK ACCOMP.	% OF TIME	WORK ACCOMP.	% OF TIME	WORK ACCOMP.	% OF TIME	WORK ACCOMP.	% OF TIME	WORK ACCOMP.	WORK ACCOMP.	NO.	CREWS COMPOSITION
SEWER CLEANING													
CLEAN MAIN SEWERS (FEET)	92.5	157,389	86.2	431,858	90.7	429,079	92.5	384,935	80.8	164,983	400,000	6	2 SEWER CLEANERS
MISCELLANEOUS	7.5		13.8		9.3		7.5		19.2				1 LABORER
EDUCTOR OPERATIONS													
CLEAN CATCHBASINS	75.0	18,487	74.0	18,123	67.6	16,675	66.7	15,819	69.7	7,307	16,000	8	1 CHAUFFEUR
MISCELLANEOUS	25.0		26.0		32.4		33.3		30.3				2 LABORERS
SERVICE												5	1 SEWER CLEANER
SERVICE COMPLAINTS (CALLS)	48.0	6,429	51.0	6,287	55.0	6,341	55.5	6,483	54.5	3,123	6,500		1 CHAUFFEUR
MISCELLANEOUS	52.0		49.0		45.0		44.5		45.5				1 LABORER
CRIBBING WORK												1	1 H & P ENGINEER
REPAIR PIPE SEWERS (FEET) (3)	100.0	9,293	100.0	7,031	100.0	7,204	100.0	7,458	100.0	3,104	7,500	11	2 OR MORE CRIBBERS
BRICKLAYER WORK													
REPAIR BRICK SEWERS (FEET)	68.0	17,070	64.0	19,048	59.0	14,836	64.6	16,450	64.0	8,289	16,000	4	1 BRICKLAYER
REPAIR STRUCTURES	19.0	703	21.0	971	28.5	930	23.7	1,090	24.0	575			2 HODCARRIERS
BUILD STRUCTURES	13.0	27	15.0	26	12.5	22	11.7	23	12.0	17		2	1 BRICKLAYER
													1 HODCARRIER
SIDE SEWER WORK													
CONSTRUCT SIDE SEWERS	73.0	357	72.0	354	78.5	464	74.7	374	73.2	145	(1) VAR.		2 CRIBBERS
REPAIR SIDE SEWERS	23.0	137	26.0	158	19.9	158	24.2	157	25.6	66	(1)		
MAKE CONNECTIONS	4.0	53	2.0	43	1.6	35	1.1	23	1.2	8	(1)		
GAS DETECTION													
TEST MANHOLES	73.0	9,742	46.0	6,722	42.0	5,982	28.8	3,042(2)	44.0	2,347	4,000	1	1 WATER CHEMIST
MISCELLANEOUS	27.0		54.0		58.0		71.2		56.0				1 LABORER
MAINTAIN AND REPAIR STRUCTURES	NOT APPLICABLE		NOT APPLICABLE		NOT APPLICABLE		NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE			NONE
MOSQUITO ABATEMENT AND SEWER INSPECTION	NOT APPLICABLE		NOT APPLICABLE		NOT APPLICABLE		NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE		1	1 SEWER CLEANER
												1	1 LABORER
												1	1 LABORER
MISCELLANEOUS													
YARD SERVICE	NOT APPLICABLE		NOT APPLICABLE		NOT APPLICABLE		NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE			

REMARKS:

(1) SIDE SEWER WORK IS PAID FOR BY PROPERTY OWNERS AND DEPENDS UPON BUILDING ACTIVITY.
(2) GAS DETECTION EQUIPMENT IS NOW OPERATED BY ALL PERSONNEL ENTERING MANHOLES BUT SUCH TESTS ARE NOT RECORDED. THE GAS DETECTION UNIT SUPERVISES THIS FUNCTION. THUS, ALTHOUGH THE NUMBER OF TESTS IN THE RECORD IS GREATLY REDUCED, THE ACTUAL NUMBER OF TESTS IS GREATLY INCREASED.
(3) CRIBBING WORK IN STRUCTURES IS NOT SHOWN. 1957-58 SEWER FOOTAGE IS HIGH BECAUSE OF FAILURES FROM HEAVY RAINS.

FORM 8110

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC WORKS

BUDGET EXPLANATIONS

Index Number 431

FISCAL YEAR 1962-63

Sheet Number

WORK PROGRAM 1962-63
BUREAU OF STREET CLEANING & PLANTING
STREET CLEANING DIVISION

		NUMBER OF UNITS	TOTAL COVERAGE MILES AS NOTED EQUIPMENT	MANUAL	TOTAL DAILY LABOR EXCEPT AS NOTED	SUPERVISION DAILY	EQUIPMENT DAILY EXCEPT AS NOTED OPERATING	RESERVE	ANNUAL PERSONNEL	COSTS MAT.&SUPP. CONTRACTUAL	TOTAL ANNUAL COSTS	UNIT COSTS
1.	MANUAL SWEEPING BLOCKMEN (INCLUDING CLEANUP REMOVAL)	123	93 200	77,500	141	5-7/8	6	2	$ 963,651.42	$ 21,308.96	$ 984,960.38	11.00 Manual Curb Mi. 1.51 Equip.Mi.
2.	GANG SWEEPING-CREW OF 5-10 MEN CLEANING AREAS NOT SWEPT BY BLOCKMEN (INCLUDING CLEANUP REMOVAL)	11-1/2	68,000	45,000	94	12-6/8	11-1/2	2	744,922.02	13,801.20	758,723.22	12.96 Manual Curb Mi. 2.62 Equip.Mi.
3.	MOTOR SWEEPING BLVDS. CENTER ISLANDS & LESSER PARKED AREAS (INCLUDING CLEANUP REMOVAL)	15-1/2	80,000	-	15	7/8	13-1/2	2	118,867.20	41,408.04	160,275.24	2.00 Curb Mi.
4.	MOTOR FLUSHING-BUSINESS DISTRICTS BOULEVARDS, TUNNELS, MONUMENTS & SPECIAL ASSIGNMENTS	11	99,000	-	20	5/8	10	1	144,069.45	21,882.84	165,952.29	1.68 Equip.Mi.
5.	LITTER CONTROL-COVER ALL A EAS PERIODICALLY ESPECIALLY PAPER IOCKETS AND DAILY COVERAGE OF MANY BUSINESS AREAS	10	73,000	-	30	3/8	10	1	212,692.70	20,699.26	233,391.96	3.20 Equip.Mi.
6.	UTILITY TRUCK CLEANUP SERVICE CLEAN PRODUCE DISTRICT DAILY ASSIST GANG SWEEPING TRUCKS WHEN NECESSARY. WORK ON SPECIAL ASSIGNMENTS	I	I4,000	-	3	1/8	1	-	22,108.92	2,885.67	24,994.59	1.71 Equip.Mi.
7.	SPECIAL ASSIGNMENT-CREW SERVICE EMERGENCIES-MAINTENANCE YARD-CLEAN AND WEED 87 CURB MI ES OF CENTER ISL. 157 CHANNELIZED INTERSECTI NS. ASSIST IN TUNNEL CLEANING UP	2	29,000	-	6	1/8	2	-	43,014.84	4,576.24	47,591.08	1.64 Equip.Mi.
8.	SATURDAY, SUNDAY, HOLIDAY, EMERGENCY & CELEBRATION CLEAN UP INCLUDI G NEW YEAR'S EVE, PARADES, CONVENTIONS, DISTRICT FESTIVALS & CIVIC FUNCTIONS	Varies	Varies	Varies	Varies	-	Varies		129,619.00	1,628.46	131,247.46	NOT APPLIC.
9.	ONE-MAN LITTER PATROL-EMERGENCY CLEANUP TWO-WAY RADIO EQUIPPED	2	29,000	-	2	1/8	2	-	14,206.20	899.60	15,105.80	.52 Equip.Mi.
10.	MISCELLANEOUS ITEMS	-	74,000	-	4	1-1/8	2	-	35,124.37	17,849.42	52,973.79	NOT APPLIC.
11.	WEED CONTROL CITY PROPERTY	1	I2,000	-	6	1	1	-	56,496.00	967.31	57,463.31	NOT APPLIC.
12.	SEASONAL RELIEF WAGES	-	-	-	-	-	-	-	55,200.00	-	55,200.00	NOT APPLIC.
	TOTALS	177	521,200	122,500	321	23	59	8	$2,539,972.12	$147,907.00	$2,687,879.12	
									EQUIPMENT REQUESTED		106,400.00	
									TOTAL BUDGET		$2,794,279.12	

The following is the budget for the fiscal year 1962-1963 submitted by the Chemical Laboratory, Department of Public Health.

The function of the Chemical Laboratory is to perform chemical tests and analysis for the Inspection Division of the Department of Public Health, the Police Department, the California Highway Patrol, the Emergency Hospital service, San Francisco General Hospital, San Francisco Water Department, School Department, Society for the Prevention of Cruelty to Animals, and other departments requesting these services to maintain the health and welfare of the people of San Francisco.

In addition to providing analytical services, the Chemical Laboratory also establishes proof in obtaining the conviction of suspected violators of the Health Regulations, and aids the official law enforcement agency in solving toxicological problems. A systematic check of foods, food products, milks, waters and air is indispensable in any organization responsible for safeguarding the community's health.

The laboratory received 6,894 samples and performed 21,079 tests during the fiscal year 1960-1961. This was a decrease of 816 samples and 144 tests from the previous year. The decrease in the number of samples received was due to lack of personnel in the Chemical Laboratory. Not only the request for an additional Food Chemist L104 was denied, but the permanent Assistant Food Chemist L102 resigned last September for a higher salaried position, leaving a vacancy with no eligible list pending. This necessitated employing short time inexperienced help. The Inspection Division was notified to curtail the number of meat samples submitted for analysis; also the doctors in the San Francisco General Hospital to submit toxicological specimens only in the most serious cases.

Hamburger and pork sausages were submitted from 403 wholesale and retail outlets in San Francisco for possible adulteration by the addition of a preservative or over the legal limit of 30% fat. There were 5 cases of adding sulphites as a preservative and 2 cases of butchers adding too much fat to the hamburgers.

There were 183 samples of processed meats, (frankfurters, bologna, salami, etc.) submitted for analysis. 23.5% had over the legal limit of non-fat milk solids, 1.6% had too much cereal, and 10.9% had over the 10% added water permitted.

It has been requested by the Food Inspection Division, Department of Public Health, that the number of processed meat samples submitted to the Chemical Laboratory for examination and analysis be increased from approximately 80 samples per month to a maximum of 80 samples per month. For the fiscal year 1959-1960 the number of processed meat samples submitted were 886. These required 765 manhours to perform the necessary tests; about 3 man-hours per sample, per working day. Increasing the number of samples to a maximum of 960 per year would require a total of 2,860 man-hours, a net increase of 2,097 man-hours per year.

Stomach contents (gastric washings) are submitted by the Emergency Hospitals from cases involving ingested poisons taken accidently or with the suicidal intent. There were 911 specimens analyzed the past fiscal year. 505 of these were positive. A problem that becomes more complex each year is the identification of the many new drugs in body fluids where there is no known test. In many cases the chemists must work out his own method of identification on the known drug first, providing a sample can be obtained from the druggist, then try to isolate and identify it in the gastric washings.

The number of toxicological specimens, i.e., blood, urine, spinal fluids, etc. submitted continue to increase. There were 850 samples this past year, performing 1,493 tests on these samples. Most of these were from patients in a coma without a history of the cause. Determining whether a patient has, or had not, ingested a drug, the identification and quantity of drug in the body, assist the doctor in diagnosing and treating the patient.

There were 746 samples of blood for the determination of alcohol in drunk driving cases submitted by the San Francisco Police Department and California Highway Patrol. There were 12 court cases.

Miscellaneous samples submitted to the Chemical Laboratory for examination and analysis numbered 176, including 80 foods for chemical toxins, 21 foods for insect and/or rodent contamination, etc.

Milk and milk products submitted for analysis numbered 2,141 samples, mostly for butter-fat content, solids-not-fat, and phosphatase tests (to determine if the milk was properly pasteurized.) The past fiscal year has been noted for the low solids-not-fat in milk and the adulteration of milk with added water, e.g., milk delivered to the San Francisco General Hospital in June, of this year, was found to have added water, which was verified by the cryoscope; (an instrument that determines the freezing point of milk to the minus one-thousandth of a degree centigrade from which the percentage of added water in the milk can be determined.) A periodical check of all milks delivered in San Francisco by the cryoscope would stop the accidental or intentional adding of water, but lack of sufficient

personnel in the Chemical Laboratory prevents this.

The Chemical Laboratory continues to operate the #4 Station, located in the laboratory, for the total oxidant, in air pollution survey, plus the preparation of solutions and analysis of air samples from the other three stations operated by the Department of Public Health. With additional personnel the laboratory could also determine the oxidant level as ozone by the neutral buffered potassium Iodide method recommended by the Department of Public Health, State of California.

The permanent staff of the Chemical Laboratory consists of:

1 Senior Food Chemist
2 Food Chemists
1 Assistant Food Chemist (temporary at this time)

A request has been made to the Civil Service Commission for reclassification of Assistant Food Chemist L102 to Public Health Chemist as recommended by the Jacobs report. There is also a request for an additional Food Chemist L104 in the supplement Budget, 1961-1962, to assume the following duties:

Operate the Fiske Cryoscope for a thorough check of all milk distributed in San Francisco for the possible adding of water.

Examine and analyze the proposed increased number of processed meat samples.

Increase the scope of toxicological examination to better assist the doctors at the San Francisco General Hospital in their diagnosis of emergency comatose patients.

Dr. Graff, Chief Bureau of Disease Control, has requested that this bureau include as part of duties of additional Food Chemist, if granted, some of the duties in the proposed Industrial Hygiene program in which the Chemical Laboratory would broaden their scope of analysis to include Industrial Hygiene problems.

Since October, 1960, certain changes in the character and type of function of the City Physicians Service have taken place. These changes may be summarized as follows:

1. In order to render optimum service within the limitations of a reduced budget, it was necessary to curtail both the number of City Physicians and the hours of coverage.

2. The San Francisco City Physicians Service is now functioning as a treatment service rather than as a screening service. This implies that medications are being prescribed and other active therapeutic measures are being undertaken, as indicated, in the patient's home. Follow-up calls are also being made at whatever intervals are considered necessary and until the patient is sufficiently improved to be discharged from medical care.

3. There has been a direct assumption by the City Physicians of medical responsibility for San Francisco General Hospital patients who are convalescent and chronically ill. Through the coordinated efforts of Social Service and a group of other ancillary and paramedical agencies, an integrated program of home care has been in effect since March, 1961, which offers not only continuing medical and nursing care, but also a complete array of rehabilitative services. At the present time, some 35 to 40 chronic and semi-chronic patients are being followed regularly by the City Physicians Service, and this number is steadily increasing. One such group of San Francisco General Hospital patients, for example, can now be provided with coordinated services under a contract between the City and County of San Francisco and the Visiting Nurse Association, with the City Physicians directing the medical aspects of patient care and actively participating as key members of the Home Care team. It is anticipated that fuller utilization of this contract will further increase the number of individuals in the Home Medical Care Program of the Visiting Nurse Association. Similarly, City Physicians are following many patients on other rehabilitative programs such as the one administered by the San Francisco Society for Crippled Children and Adults, Inc.

It should be pointed out that these changes in City Physicians Service have been reflected in a somewhat smaller total number of house calls made over the year. Yet, it should be emphasized that considerably more time is spent with each patient, and that purposeful, definitive treatment is responsibly rendered. The net result has been an overall increase in the time spent daily by the City Physician in the performance of his job and, more important we believe, in better patient care.

The Bureau of Communicable Diseases was reorganized January 1, 1961 into a Bureau of Disease Control. Operationally we can consider the functions of this Bureau under 5 components:

1. Division of General Communicable Diseases and Epidemiology
   Plague Surveillance Section (budgeted separately)
2. Division of Tuberculosis Control (budgeted separately)
3. Division of Venereal Disease Control (budgeted separately)
4. Division of Occupational Health and Accident Prevention
5. Division of Rehabilitation and Chronic Diseases

GENERAL COMMUNICABLE DISEASES AND EPIDEMIOLOGY

The historical responsibility of Departments of Public Health continues in the area of communicable disease. Factors influencing a reduction in the number of communicable disease cases are in general, immunization and improvements in sanitation and the general standard of living. The seriousness of most of these diseases has been ameliorated by advances in therapy, particularly the newly evolved antibiotics. Somewhat balancing these positive aspects, is the greater mobility of population, with the potential of bringing diseases of other climes and people into our city. Our staff recognizes the problem and is constantly alert to prevent major health disasters. Although not large in number, the typhoid carriers and cases must be closely supervised and detailed epidemiologic investigations undertaken to prevent the spread of the disease. Cases of leprosy require similar supervision. Epidemiologic appraisals are undertaken for food poisonings and other special health problems. The staff acts as a consultant to practicing physicians as well as many public agencies such as hospitals, nurseries, Youth Guidance Center, etc. In addition to professional consultation and education, there are similar activities directed toward the lay public.

Activities further involve the collection and tabulation of over 8,200 morbidity report cards; securing of biologic and other specimens to be tested; certification of over 10,000 International Certificates of Vaccination; arranging proper investigations and dispositions for 1,000 animal bites; as well as supervision and licensing of massage parlors, bath houses and tattoo establishments.

OCCUPATIONAL HEALTH AND ACCIDENT PREVENTION

Health Departments are becoming more and more aware of their responsibility to the working population with resulting Bureaus or Divisions of Occupational Health at the local Health Department level being developed. Close at hand Alameda, San Mateo and Santa Clara Counties all have some full-time personnel in this work. The Director, Bureau of Disease Control, is responsible for establishing an occupational health program within our Department. The problems of environmental sanitation are usually investigated first in occupational health programs. Our Chemistry Laboratory and Bureau of Sanitation can contribute to this activity. Much basic equipment is currently available. Some additions in personnel time will be necessary to arrange the collection of appropriate specimens. Laboratory technician time will be needed to test these. For expert and direct supervision of such a program the Health Department will need the services of an industrial engineer, who may be the first person in a projected Division of Occupational Health and Accident Prevention.

Accidents, a major cause of death and morbidity, require more than the peripheral attention we have been able to give with current staffing pattern. Their importance relative to municipal employment has been recognized and the San Francisco Safety Council has been retained to evaluate the problem. Large employer groups have continuing programs of appraisal and corrective measures which have demonstrated their value. The smaller entrepreneur needs to be reached, educated and given some minimal consultation to improve his situation. Accidents, in and outside of employment, are a great economic loss causing much suffering, which justifies greater attention.

Other problems related to occupational health have been noted in city employees. Preliminary discussions with the Health Service System, Retirement Board and Civil Service Commission show the need of a review of the pre-employment examination with possible modifications. The value of a demonstration or continuing health survey should be investigated. This could require additional physician, nurse and clerical time, which would appear in the budget of the Civil Service Commission.

REHABILITATION AND CHRONIC DISEASES

A recent survey conducted by the Health Advisory Council in conjunction with the San Francisco Medical Society showed a recognition by the local physicians that various rehabilitation and social services are needed by our aging population. A demonstration program is being developed, which will work out of the District Health Centers. Voluntary agencies interested in problems of chronic disease enthusiastically welcomed the long overdue entry of the Health Department into the field. Working with these groups we will find ourselves entering certain preventive medical programs. The Department of Public Health will be expected to actively support some of these. Initially, present staff and those in this budget request would be able to undertake some of those developing programs.

HEALTH EDUCATION STAFF OF THE SAN FRANCISCO HEALTH DEPARTMENT

- A COMPARISON WITH COMPARABLE JURISDICTIONS -

Health Department By County	Public Health Educators (A)	Total Health Dept. Staff	Ratio of Health Educators to Total Department Staff	Population Served By Health Dept. (B)	Ratio of Health Educators To Population
San Francisco (City & County)	2	3,108	1 to 1,554	744,000	1 to 372,000
Contra Costa	5	155	1 to 31	429,000	1 to 86,000
San Jose City	4	77	1 to 19	239,000	1 to 60,000
Santa Clara Co.	5	241	1 to 48	463,000	1 to 92,000
Total, Santa Clara	9	318	1 to 35	702,000	1 to 78,000
San Diego (City and County)	5	284	1 to 57	1,112,000	1 to 222,000
Berkeley City	1½	50	1 to 33	111,000	1 to 74,000
Alameda Co.	3	323	1 to 108	814,000	1 to 271,000
Total, Alameda	4½	373	1 to 83	925,000	1 to 206,000
Los Angeles City	10	801	1 to 80	2,551,000	1 to 255,000
Los Angeles Co.	9	803	1 to 89	3,215,000	1 to 357,000
Total, Los Angeles	19	1,604	1 to 89	5,766,000	1 to 303,000

(A) California State Department of Public Health, November, 1961.
(B) California State Department of Finance provisional estimate, July 1, 1961.

1. The above comparisons in tabular form were set up to compare San Francisco with other comparable health departments in California. Since the Division of Public Health Education of the San Francisco Department of Public Health was established approximately 15 years ago, no additional personnel have been approved for this Division despite repeated departmental requests. The other health departments have greatly strengthened their health education staffs during this same 15 year period.

2. A division of Public Health Education serves in the dual role of providing services to (a) the public and (b) the health department staff. The size of the population and the size of the health department staff determine, therefore, the extent of the workload and the corresponding need for health education staff.

3. The American Public Health Association has recommended that a local health department employ one health educator for every 50,000 served by the Health Department. By this standard, San Francisco should employ 15 health educators!

4. In addition to professionally trained public health educators, many departments employ specialists and technicians to work under the administrative direction of health educators. Included in this category are librarians, public information specialists, graphic artists, photographers and audiovisual specialists.

5. Of all local health departments in California which employ health education staff, San Francisco stands at the bottom in the ratio of the number of health educators to the total health department staff and to the population served by the Health Department.

CHEST CLINIC, SAN FRANCISCO HOSPITAL.

TABLE I

Year	Total Pt. Visits	No.Pt. Visits for Rx. INH and Chemotherapy		No. Pt. Visits follow-up of tbc. without Rx, Obs, and Contacts	
1952	24,577	5,771	(23.5%)	18,806	(76.5%)
1953	27,598	8,234	(30.0%)	19,364	(70.0%)
1954	31,409	13,731	(43.7%)	17,678	(56.3%)
1955	33,262	19,975	(60.0%)	13,287	(40.0%)
1956	36,742	24,492	(66.6%)	12,250	(33.4%)
1957	32,374	25,518	(78.8%)	6,856	(21.2%)
1958	31,685	26,441	(83.5%)	5,244	(16.5%)
1959	33,786	29,153	(86.3%)	4,633	(13.7%)
1960	29,039	25,966	(89.4%)	3,073	(10.6%)
1961*	29,224	26,123	(89.4%)	3,101	(10.6%)

* Estimate

TABLE II

Year	Total-Start	Admissions	Discharges	Total-End
1953	16,592	3,285	2,896	16,981
1954	16,981	2,978	2,262	17,697
1955	17,697	1,702	1,008	18,392
1956	18,392	1,638	7,703	12,327
1957	12,327	1,541	7,188	6,679
1958	6,679	1,751	3,959	4,471
1959	4,471	1,850	1,716	4,605
1960	4,605	1,775	1,337	5,043
1961*	5,043	1,801	2,444	4,400

* Estimate

TABLE III

PATIENT VISITS FOR TREATMENT AT CHEST CLINIC, SAN FRANCISCO HOSPITAL

Year	Visits for Rx.	No. Pt. Visits for Pneumo	No. Pt. Visits for Chemo Rx.	No. Pts. X-rayed	No. Pts. Tbn.
1955	19,975	5,898	14,077	6,747	740
1956	24,492	3,931	20,561	7,782	719
1957	25,518	2,172	23,346	7,300	557
1958	26,441	782	25,659	6,654	664
1959	29,153	347	28,806	6,994	420
1960	25,966	120	25,846	7,348	471
1961*	26,123	0	26,123	6,696	468

* Estimate

CHEST CLINIC, SAN FRANCISCO HOSPITAL

TABLE IV

Year	Total Pt. Visits	No. Pt. Visits for Rx.	No. Pt. Visits Without Rx.	Total Pts. Beginning Yr.	Admissions	No. Pts. Discharged	Active File End of Year
1955	33,262	19,975	13,287	17,697	1,703	1,008	18,392
1956	36,742	24,492	12,250	18,392	1,638	7,703	12,327
1957	32,374	25,518	6,856	12,327	1,541	7,188	6,679
1958	31,685	26,441	5,244	6,679	1,751	3,959	4,471
1959	33,786	29,153	4,633	4,471	1,850	1,716	4,605
1960	29,039	25,966	3,073	4,605	1,775	1,337	5,043
1961*	29,224	26,123	3,101	4,043	1,801	2,444	4,400

* Estimate

EXPLANATION: Table IV represents combination of Table I and Table II

CITY & COUNTY OF SAN FRANCISCO

Department, Board or Commission PUBLIC HEALTH - TUBERCULOSIS CONTROL

BUDGET EXPLANATIONS

FISCAL YEAR 1962 - 1963

Index Number 543 Sheet Number 3

CENTRAL OFFICE PRE-DIAGNOSTIC CHEST CLINIC

TABLE V

Year	Minifilm	Large Film	Total Film
1 951-52	28,918	5,765	34,683
1952-53	28,573	5,210	33,783
1953-54	23,354	4,443	32,797
1954-55	30,878	5,252	36,130
1955-56	32,978	6,930	39,908
1956-57	35,265	5,543	40,808
1957-58	30,550	6,122	36,672
1958-59	30,552	6,322	36,874
1959-60	29,429	5,798	35,227
1960-61	27,130	5,649	32,779
1961-62*	28,102	6,100	34,202

* Estimate

COST REPORT: CHEST CLINIC
July 1, 1959 to June 30, 1960

DIRECT CARE OF PATIENTS

Personnel Service	91,233.00	
X-ray	19,493.61	
Hounshold and Imt. Supplies	455.42	
Drugs, Chem. & Canns	32,838.94	
Water	30.00	
X-ray Films	3,626.68	
Wearing Apparel	63.32	
Sub-total		$147,740.97

INDIRECT CARE OF PATIENTS

Telephone	230.30	
Building	715.98	
Administration	570.02	
Accounting	249.28	
Power Plant	642.14	
Housekeeping	767.61	
Laundry	263.92	
Central Nursing	291.46	
Pharmacy	7,462.72	
Storeroom	183.50	
Transportation	41.80	
Bond. Int. & Deprec.	4,604.84	
Central Off. Overhead	291.46	
Mechanics Charges	2,014.86	
Heat, Light & Power	542.89	
Purchasing Dept. Empl.	56.77	
D.P.W. Contracts	4,820.00	
Messenger Center	353.20	
Sub-Total		$ 24,051.19
TOTAL		$171,792.16

TOTAL OVERALL COST/PATIENT VISIT	$5.915(29,037)
TOTAL COST/TREATMENT VISIT	6.338(25,966)
TOTAL COST/OBSERVATION VISIT	2.114(3,073)

DIVISION OF TUBERCULOSIS CONTROL
Index No. 543
1962-63 Budget Request

The number of newly diagnosed cases of tuberculosis increased again during the past year from 495 to 536. This is the second year in succession that the number of newly reported cases has risen; the rise is due to intensified casefinding in high prevalence areas and high risk groups. The control of tuberculosis in San Francisco can be achieved only with a continued intensified program during the next few years. This is especially true since one of the high prevalence areas has just been razed in the Urban Renewal and Slum Clearance Program in the Western Addition. The majority of the former residents have moved to housing on the periphery; some have moved into better neighborhoods as the Sunset and Alemany districts.

These people carry with them their good and bad health habits and their communicable diseases, such as tuberculosis. We have noted for the first time a rise in the number of cases of tuberculosis in the Sunset district, with a sharp increase in both reactors and cases in Census Tract "Q". Investigation of Census Tract "Q" reveals a large transient type of population of the lower socioeconomic groups with all their social, economic and health problems. This indicates that we should concentrate control programs in this and other changing areas.

The rise in newly diagnosed cases was predicted and expected four years ago. We now anticipate a decrease for a year or two, followed by a slight rise, and then a decrease to a leveling off point. This plateau will be reached in three to four years. The plateau will be maintained, if we continue our vigilance and control programs. Whereas, at that time, it will not be necessary to increase or to expand programs, it will not be possible to decrease them.

A large metropolitan and seaport city like San Francisco that is a crossroads for world travelers, will always have a tuberculosis problem. Furthermore, there is a very large transient population which remains in our community from a few months to two or three years. The incidence of tuberculosis in this group is much higher than in the population as a whole. As a matter of fact, more than 26 percent of all the cases of tuberculosis diagnosed in the school program have been found in people newly moved to San Francisco, and 75 percent have been from the non-white and new resident groups.

The School Department reports that there is approximately a 25 percent turnover in school population each year. This further points up the importance of health programs, and especially of tuberculosis control, in these high risk and high prevalence groups. The chest x-ray miniflim and the tuberculin skin testing casefinding programs must be maintained at their present level of efficiency and service. During the past year, 244 active cases of tuberculosis were discovered by the chest x-ray program. Of this number, 113 were discovered by the unit at 101 Grove Street. The x-ray equipment in the Central Office is 15 years old, obsolete, and should be replaced. The unit was presented to the City by the State Health Department in 1956. There have been numerous breakdowns during the past four years; most recently in September, 1961, when it was found that the transformer, gears and bearings were worn out. Extensive temporary repairs were performed at that time, and it was pointed out that the equipment may fail completely in the near future. Therefore, the X-ray Unit at 101 Grove Street, should be replaced.

If this unit should breakdown completely, it would take at least six months for an emergency supplemental appropriation request to be approved, funds to be made available, and the equipment to be delivered and installed. There is no other equipment available in San Francisco for use during the interim, so that the entire tuberculosis control program would have to stop. This would result in an increased spread of tuberculosis in the community, an increased number of new cases, and failure of the Health Department to adequately control a communicable disease in the community.

Number of Employees Related to the Number of Cases Diagnosed & Treated Division of Venereal Disease Control Fiscal 1949-50 to 1961-62

Number of Employees Budgeted

DIVISION OF VENEREAL DISEASE CONTROL STATISTICAL REPORT - Fiscal Year

	1956-57	1957-58	1958-59	1959-60	1960-61	1st Quarter 1961-62
Cases Diagnosed and Treated	1,818	2,080	2,872	3,302	3,870	1,188
Syphilis	275	333	449	523	598 *	215
Gonorrhea	1,543	1,752	2,418	2,773	3,269	973
Other Venereal Diseases	-	3	5	6	3	-
Epidemiological Investigations	1,787	2,164	3,663	4,176	5,774	1,737
New Patients Admitted	4,441	4,301	4,605	4,559	5,031	1,395
Readmissions	2,115	2,404	3,109	3,670	4,215	1,143
Laboratory Tests	25,203	31,044	35,614	38,066	39,001	10,818
Total Patient Visits	20,938	22,808	25,902	28,259	29,309	7,889

*This includes epidemiologic treatment. Several additional categories were added since July 2,1961.

The statistical report does not demonstrate the loss in personnel suffered by the Division. In 1961, a staff one half as large was called upon to handle a problem about twice as great as it was in 1950. The problem has been met only by reducing the quantity and quality of clinical services. This is pointed out by certain disparities in the table. This reduction must share a part of the responsibility for the continuing increases in the number of cases of venereal diseases in San Francisco.

San Francisco, along with several other of the larger cities, continue to lead the nation in the increasing number of cases of infectious venereal diseases, as it has for the past several years. Represented in the graph are only those cases that have actually been reported. An astonishing fact during the year 1960 was that the Health Department was notified of more cases of venereal diseases than about the totals of all other communicable diseases combined, as measles, chicken-pox, whooping cough, etc. There are reasons to believe that many more cases of infectious venereal diseases have not been reported for one reason or another.
No longer are venereal diseases found principally among those once considered irresponsible people of the lower socio-economic groups, but increasingly, they are being found among otherwise respected and contributing members of the community. No social or financial stratum nor any professional group is left untouched, and each day there is further permeation into all aspects of life in San Francisco. The tragedies to those directly involved, their innocent associates, and the City at large are unmeasurable.

While is host of complex factors, many beyond our present scope, are responsible for this continuing rise, it has been conclusively shown that control is possible when there is diligent adherence to standard methods at adequate levels. It is felt that the increased initial expenditures required should be more than justified by the saving in human misery as well as the long range economics to the City that are certain to follow.

BUDGET RECOMMENDATION 7/1/62 - 6/30/63

WORK PROGRAM

The significant recent developments in relation to the operation of Laguna Honda Home are summarized as follows:

(a) Increase in the licensed capacity of hospital patients by the addition of 114 beds, pursuant to opening one additional ward for 41 patients during March, 1961, and two more for 73 patients during April, 1961. The license was then increased to a total of 1120 hospital beds.

(b) State Licensure was also provided for the ambulatory areas, effective July 1, 1961, for a total of 728 ambulatory beds or a grand total of 1848 beds of all classifications. This licensure required meeting minimum State standards for staffing and the improvement of the ward facilities for medical care and nursing services. Additional personnel for licensing the Ambulatory facilities was allowed beginning July 1, 1961. However, the physical improvements and remodeling of the medical and nursing areas also a condition for licensure was not allowed in the 1961-62 Budget. Therefore the present licensure is only temporary and is subject to the completion of these physical improvements at the earliest possible date. There is now a request in the 1962-63 budget of the Department of Public Works, Capital Improvements, to accomplish the necessary building alterations. It is strongly recommended that the money for these improvements be approved effective July 1, 1962, to sustain and retain the present temporary license.

BED OCCUPANCY - AVAILABLE BEDS

Percent of occupancy for all beds, both hospital and ambulatory showed a negligible decrease from 92.9% in 1960 to 91.7% in 1961. Occupancy of hospital beds only increased from 97.9% in 1960 to 99.1% in 1961. There was a minor decline in occupancy during 1961 with regard to ambulatory and mental beds.

The opening of the three additional wards for 114 hospital beds during 1961 relieved the then overcrowded medical and surgical wards of San Francisco General Hospital. Although there is still some overcrowding on the wards of the General Hospital, the acute overcrowding problem was then somewhat ameliorated.

BUILDING RECONSTRUCTION AND REPLACEMENT - CAPITAL IMPROVEMENTS

Remodeling of the hospital ward areas will be completed on about May 1, 1962. These ward buildings, building M and building O are the last to be done with funds currently available. Another ward building, Building C, presently used for ambulatory male patients, but with low patient occupancy, can be converted for care of hospital patients in the near future upon the expenditure of about $100,000. Request for this amount is in the 1962-63 Capital Improvements budget of the Department of Public Works. This conversion would increase Laguna Honda Home hospital capacity by about 150 beds and an equal decrease in the ambulatory bed capacity.

PROPOSALS FOR 1962-63

The 1962-63 budget recommendation submitted hereinafter includes two principal objectives:

(a) raising present standard of patients' care and

(b) instituting an intensive rehabilitation program. The cost of this rehabilitation program is reimbursable to the City and County from available State, Federal and County funds. These Federal, State and County funds are provided under either or both the Medical Aid for the Aged and/or the State Rehabilitation Program for Old Age Security and Aid to Totally Disabled recipients.

MEDICAL AID FOR THE AGED

The new Federal-State-County program of Medical Aid for the Aged provided by the Mills-Korr Act will be initiated in California beginning Jan. 1, 1962. This Federal legislation in conjunction with legislation passed by the State Legislature provides for reimbursement to the Counties for hospitalization of Old Age Security recipients and others over age 65 who are not now eligible for Old Age Security benefits. The latter group through liberalization of eligibility requirements will become eligible under the Medical Aid for the Aged program beginning January 1, 1962.

There are currently 805 Old Age Security recipients in Laguna Honda Home, San Francisco County now receives from the State approximately $99 per month for care of each of these recipients. These people will on Jan. 1, 1962, be subject to Medical Aid for the Aged and San Francisco County will then be reimbursed at full patient day cost rates established by the Board of Supervisors. This cost currently approximates $300 per month for Hospital patients. County reimbursement for these hospital patients will therefore be about three times as much as it is now. In addition to the Old Age Security recipients the liberalization of the eligibility requirements will add an additional number, presently unknown, to this group for whom full reimbursement will be made.

Eligibility for Medical Aid to the Aged recipients will be subject to approval by the San Francisco Public Welfare Department upon the presentation of the necessary medical and social data on each case. Patient day cost accounts must be kept as prescribed by the California State Department of Public Health and on forms and reports provided by them. Application for benefits for each patient will include a medical summary, prepared by a Laguna Honda Home physician. This medical report with the Social Service report will be reviewed by a review team from the Public Welfare Department. Determination of a patient's eligibility by the review team will be final.

Cost Accounting will follow the EMIC formula used for Crippled Children's Program. Laguna Honda Home must be approved by the Joint Commission on Accreditation for Hospitals. Accordingly establishment of a medical records program, now lacking at Laguna Honda Home, will be become necessary. Medical reports must be submitted on each patient every 90 days. There will be approximately 1200 patients under the program. The following employments are requested for the above program:

1 Accountant Grade II
1 Key Punch Operator
1 Clerk Stenographer
1 Medical Record Librarian
1 Medical Social Worker
1 Physician

REHABILITATION WARDS

FISCAL YEAR 7/1/62 - 6/30/63

This program is to establish intensive rehabilitation for specially selected patients who are to come from

(a) San Francisco General Hospital

(b) outside voluntary hospitals and clinics

(c) from the present patient population of Laguna Honda Home.

This program is reimbursable by the San Francisco Department of Public Welfare from Federal, State and County funds already appropriated.

These funds have been provided under two different hospitalization programs, namely, Old Age Security (Medicare) and/or the new Medical Aid for the Aged program to be instituted in California beginning Jan. 1, 1962.

REHABILITATION WARDS (Continued)

The budget recommendation submitted herewith is based upon a patient load of 75 and will be located in two wards of Laguna Honda Home, which will become available during May of 1962. The patient day cost for this rehabilitation program will approximate $32, which cost will include direct expenditures for personnel, supplies, foodstuffs, prosthetic appliances; the indirect cost such as water, proration of Central Office expenses; depreciation and a proportion of bond interest; matching retirement charges. Cost accounting procedures will be subject to regulations to be issued by the State Bureau of Hospitals. The cost of new equipment will be amortized in the patient day cost over a period of from three to five years. The purposes of the program are

(a) to restore disabled persons as soon as possible to obviate long term hospitalization

(b) to avoid the necessity of opening additional long term hospital facilities at Laguna Honda Home or San Francisco General Hospital

(c) to give the over age 65 residents of San Francisco a rehabilitation program not now available in the community

(d) to accomplish this without increasing the property tax load of the ad valorem taxpayers of San Francisco.

Patients eligible for the program will include those receiving or eligible for Old Age Security (Old Age Pension), Aid to Totally Disabled, and/or those eligible for Medical Aid for the Aged. Eligibility will be determined by the Social Service Division of the San Francisco General Hospital. Those candidates who will substantially benefit from a four to six months intensive rehabilitation regime will be accepted. This latter will be determined by the members of the Laguna Honda Home rehabilitation staff. Emphasis will be made on orthopedic and stroke problems in the older age group and some cases of Parkinsonism. The younger age group (A.T.D.) will include spinal cord injuries.

An entirely new phase of medical care will be introduced at Laguna Honda Home by reason of this program, namely that field supervision by the Laguna Honda Home staff will be introduced for the first time for and in behalf of the patient who is sent back to his home after completion of this inpatient rehabilitation treatment.

The greatest economic benefit from the program will be in reducing the ever mounting and increasing need for establishing additional long term hospital facilities at Laguna Honda Home.

NUMBER OF INTERVIEWS CONDUCTED

Fiscal Year	1957-1958	1958-1959	1959-1960	1960-1961
ADULT PSYCHIATRIC CLINIC				
Individual interviews	2202	2427	2575	4361
Group interviews	1044	1808	2088	2649
Total interviews	3246	4235	4663	7010
CHILD PSYCHIATRIC CLINIC				
Individual interviews	2194	2949	3668	3132
Group interviews	94	128	448	1392
Total interviews	2288	3077	4116	4524
Consultation hours	1143	987	1357	1305
ADULT GUIDANCE CENTER				
Individual services	53329	57302	45733	36048
Group services	2208	2574	2169	1497
Total services	55537	59876	47902	37545*

*Drop due to change in recording and also longer interview time.

FEES COLLECTED FROM PATIENTS

	1958-1959	1959-1960	1960-1961
Total Outpatient Services	$ 9,651.55	$ 9,734.27	$ 11,230.11
Total Inpatient Services	91,289.43	128,395.88	120,574.52
Total All Services	$100,940.98	$138,130.15	$131,804.63

In the fiscal year 1959 to 1960 the Adult Guidance Center:

Served 1418 different patients. 55% of those were new patients.
Of the readmissions, 60% had been out for morethan a year.

Discharged 1162 people. Each patient had an average of 9 visits. 93% of the patients received treatment, and in addition to psychotherapy 97% of those treated received some sort of medication.

The State Department of Public Health Division of Alcoholic Rehabilitation informally mentioned that their long-term follow-up study in which they are still involved seems to show rather good results coming out of the Adult Guidance Center.

BUDGET ESTIMATE INDEX NO OPPOSITE SHEET NO

EXPLANATION SHEET

BUREAU FUNCTIONS

The Maintenance and Repair of the City Streets and Appurtenances, and as shown on accompanying Chart

BUREAU OF STREET REPAIR

(BUREAU LOCATION & TELEPHONE)

SUPERINTENDENT

ASSISTANT SUPERINTENDENT

ADDITIONAL PERSONNEL

Watchmen 1
Clerk Typist 1 (Bureau of Assembly)

LABOR CLASSIFICATIONS	RATE																																
J 204 Cement Finisher	$11.75						1	4	1				1	2	1	1																	
J 6 Laborer	25.80																																
J 6 Laborer	26.80																																
J 6 Laborer	27.95																																
J 10 Labor Sub-Foreman	31.70							1																									
J 12 Labor Foreman	31.70																																
O 1 Chauffeur Pickup	26.16																																
O 1 Chauffeur Cre. & Tool	27.20	1	1	1	1																												
O 1 Chauffeur 6 Cubic Dump	28.04	1	1	1	1	1	1	1																									
O 1 Chauffeur 8 Cubic Dump	28.04																																
O 1 Chauffeur Low Bed & Trailer	29.16																																
O 1 Chauffeur Special Equip.	31.16								1	1																							
O 1 Chauffeur Tractor	31.04																																
O 1 Chauffeur Scraper-Loader	31.04					1																											
O 152 Engineer Hif Fireman	31.04	1																															
O 152 Engineer Hif Engineer	35.32																																
O 252 Dryer Fireman	30.16																																
O 254 Foreman Asphalt Plant	34.68																																
O 268 Granite Cutter	32.[illegible]																																
O 268 Curb Setter	31.50																																
O 276 Asphalt Worker	26.40	1	1	1	1																												
O 276 Fireman	27.80	1	1	1	1																												
O 278 Asphalt Finisher	29.60	1	2	1	1			1																									
O 280 Sub-Foreman Asphalt Finisher	31.70																																
O 282 Foreman Asphalt Finisher	31.70																																
TOTAL PER CREW EXPENDITURES		12	9	9	9	3	5	5	3	3	3	2	3	3	2	1	1	6	3	3	6	26	2	4	6	6	2	6	1	3	156
DIRECT LABOR PER DAY $		339	249	249	249	87	142	136	87	87	83	64	95	95	74	31	43	162	88	97	162	581	121	162	162	162	72	161	31	83	
EQUIPMENT ASSIGNMENTS																																	
Mixed Truck											1	1	1	1		1				1		1					1					
Light Truck																																	
Medium Trucks-Crew		1	1	1	1																	1					1					
Medium Trucks-Compressors									1	1							1															
Dump Trucks		2	1	1	1	2	1	1										1	1		1	4	1	1	1	1	3					
Dump Trucks:Compressor																													1				
Low-Bed Truck																						1											
Paving Machine																																	
Power Rollers		1	1																				1										
Scoop-Loaders						1																											
Tractor & Bulldozer																						1		1	1	1							
Emulsion Distributor																																	
Concrete Saw											1																						
Mud Jack																							1										
Mixer-Plower																						1											
Portable Tool Heater																1																	
Compressor, Trailer Mounted																																	
Compressor, Skid Mounted																																	
Power Grater																																	
Tractor Crane																																	
Tip Trailer		1																															
Asphalt Spreader Box				1	1																												
Pole Burners																																	

BUREAU OF STREET REPAIR — PROPOSED WORK PROGRAM — FISCAL YEAR 1962-63

1962-63 Estimate

EXPLANATION SHEET

OPPOSITE SHEET NO.

BUDGET ESTIMATE INDEX NO.

	Unit	Quantity	Total Cost	Unit Cost	1961-62 Estimated Unit Cost	1960-61 Unit Cost Actual	1960-61 Unit Cost Estimated
Asphalt Resurfacing							
Machine	Sq.Ft.	5,100,000	$ 270,300	$ .053	$ .053	$ .052	$ .051
Box	Sq.Ft.	1,000,000	80,000	.08	.08	.079	.081
Hand	Sq.Ft.	120,000	16,800	.14	.12	.143	.12
Asphalt Repairs, General							
Skin Patching	Sq.Ft.	860,000	206,400	.24	.22	.269	.229
Repaving of Surface Cutouts							
Compressor Work	Sq.Ft.	200,000	34,000	.17	.175	.17	.155
Cleanup	Sq.Ft.	200,000	40,000	.20	.182	.249	.162
Paving	Sq.Ft.	200,000	60,000	.30	.235	.3027	.231
Repaving of 6" Pavement Cutouts							
Compressor Work	Sq.Ft.	35,000	10,500	.30	.228	.323	.231
Cleanup	Sq.Ft.	35,000	5,600	.16	.385	.153	.369
Paving	Sq.Ft.	35,000	16,400	.468	.571	.467	.557
Repaving Trenches							
Cleanup-includes hauling backfill, removing surplus & trench covers	Sq.Ft.	40,000	32,800	.82	.686	.85	.719
Paving	Sq.Ft.	40,000	32,000	.80	.739	.821	.732
Unclassified asphalt Paving	Ton	1,000	40,000	40.00	39.50		40.00
Concrete Pavement Repairing							
Compressor Work	Sq.Ft.	18,000	6,300	.35	.408	.336	.40
Cleanup	Sq.Ft.	18,000	9,000	.50	.55		.533
Concrete Paving	Sq.Ft.	18,000	18,000	1.00	1.36	.956	1.40
Concrete Saw Work	Lin.Ft.	6,000	5,100	.85	.833		.833
Curb Resetting and Replacing							
Compressor Work	Lin.Ft.	35,000	36,400	1.04	.933	1.048	.90
Granite, Reset	Lin.Ft.	15,000	16,800	1.12	1.093	1.121	1.43
Granite, Replace	Lin.Ft.	3,000	4,500	1.50	1.514	1.622	1.49
Concrete, Reset	Lin.Ft.	13,000	14,900	1.15	1.125	1.245	1.18
Concrete, Replace	Lin.Ft.	3,500	10,500	3.00	3.66	2.745	3.87
Replace Pavement, Asphalt	Sq.Ft.	19,500	15,600	.80	.575	.842	.686
Replace Pavement, Concrete	Sq.Ft.	1,000	2,000	2.00	1.66	2.155	1.29
Replace Sidewalk	Sq.Ft.	35,000	35,000	1.00	1.316	1.015	1.50
Cleanup	Lin.Ft.	36,000	54,000	1.50	1.516	1.598	1.81
Concrete Curb Repairing	$		20,000				
Sidewalk Reconstruction	Sq.Ft.	10,000	15,000	1.50	1.44	1.519	1.86
Crack and Surface Sealing							
Crack Sealing	Lin.Ft.	2,200,000	151,800	.069	.067	.070	.067
Cleanup after Sealing Crews	Lin.Ft.	2,200,000	26,400	.012	.016	.012	.016
Surface Sealing	Sq.Ft.	20,000	2,700	.135	.137		.137
Curb Yard Maintenance							
Relaying Granite Curb	Lin.Ft.	6,000	13,800	2.30	2.03	2.709	1.95
Sort and Move Curb	$		4,900			4898	
Manhole Coverings, Reset	Each	450	28,400	55.00	51.00	62.04	49.27
Master Planing	Lin.Ft.	225,000	45,000	.20	.15	.225	.142
Constructing Traffic Islands	$		6,000				
Installing Relief Pavement Bars	Lin.Ft.	500	1,500	3.00	3.00		2.90
Wet Jacking	Cu.Ft.	1,000	6,300	6.30	6.25		6.25
Traffic Stripe Removal	Lin.Ft.	10,000	3,000	.30	.309		.315
Sand Storage	$		12,000			7109	
Yard Operations	$		17,000				
Cutting Test Holes	Each	250	2,600	8.00	8.12		8.12
Miscellaneous Grading	$		3,700				
Work on Unaccepted Streets	$		3,000				
Cleaning and/or Prevent Slides and Washes	$		28,000				
Street Structures & appurtenances-Rev & Repair	$		16,000				
Contracts & Inspections & Misc.Services	$		5,000				
Traffic Facilitation	$		4,000				
Other Work	$		75,000				

CITY & COUNTY OF SAN FRANCISCO — BUDGET EXPLANATIONS — FISCAL YEAR 1962-63

Department, Board or Commission: PUBLIC WORKS - TRAFFIC ENGINEERING — Index Number 683

SUMMARY WORK PROGRAM 1962-63

TRAFFIC PAINT STRIPING - FOR TRAFFIC ENGINEERING DIVISION

DEPARTMENT OF PUBLIC WORKS

WORK CLASSIFICATION	CREW TYPE	NO. TRKS.	UNIT	1960 - 61 NO. OF UNITS	1960 - 61 UNIT COST	1960 - 61 TOTAL COST	1962 - 63 PROPOSED COVERAGE	1962 - 63 CREW DAYS	1962 - 63 LABOR COST PAINTERS	FOREMEN	OVERTIME	VACN. ETC.	TOTAL LABOR	CONTRACTUAL	M A T E R I A L	1962 - 63 TOTAL COST	1962 - 63 UNIT COST
STRIPING	3P1F	2	MI.	669	69.24	$ 43,069	590	163	$ 13,416	$ 4,763	$ 8,287	$ 1,970	$ 28,436	$ 809	$16,472	$ 45,717	$ 77.5
SPOTTING	3P1F	1	MI.	40	104.48	4,202	44	29	2,869	1,019		421	4,309	109	145	4,563	103.7
REMOVAL	2P	1	L.F.	35,957		4,988	49,000	38	2,585			280	2,865	19	2,435	5,319	.1086
GEN. X-WALKS	3P1F	1	L.F.	446,251	.1077	47,219	450,000	245	20,372	7,231	11,688	2,991	42,282	1,018	11,853	55,153	.1226
GUIDE LINES	2P	1	L.F.	131,699	.1272	16,748	125,000	159	9,441		2,722	1,035	13,186	345	4,475	18,006	.1441
RR X-INGS	3P1F	1	L.F.	10,133	.0967	980	11,000	5	541	191		79	811	20	291	1,122	.1020
BUS ZONES	2P	1	L.F.	116,998	.0977	11,436	120,000	115	7,057		1,449	765	9,271	230	5,576	15,077	.1090
O/PK.DIAG.	3P1F	1	Stalls	4,743	.7663	3,504	2,800	10	1,039	369		153	1,561	78	541	2,180	.7780
O/PK. X'S	3P1F	1	Stalls	643	.8294	778	630	5	410	145	149	60	764	15	70	849	1.34
SUBTOTAL						132,924		769	57,730	13,718	24,295	7,744	103,485	2,641	39,858	145,984	
SCHOOL X-WALKS	3P1F	1	L.F.	243,559	.1236	32,294	250,000	176	16,491	5,854	2,917	2,422	27,684	704	6,781	35,169	.1407
GEN. CURBS	2P	1	L.F.	405,938	.1143	46,339	450,000	558	37,548			4,069	41,617	1,045	9,745	52,407	.1165
TAXI CURBS	2P	1	L.F.	5,045	.1390	701	6,000	11	727			79	806	18	128	952	.1587
SUBTOTAL						47,100		569	38,275			4,148	42,423	1,063	9,873	53,359	
TOTAL OAS TAX						212,318		1,514	112,496	19,572	27,212	14,512	173,593	4,408	56,512	235,512	
P/M DIAG.	3P1F	1	Stalls	682	.7663	654	600	3	326	116		48	490	12	98	600	1.0
P/M X'S	3P1F	1	Stalls	3,964	.8294	3,042	4,000	18	1,768	628		260	2,656	80	350	3,086	.7715
SUBTOTAL						3,696		21	2,094	744		308	3,146	92	448	3,686	
GRAND TOTAL: REQUESTED BY DEPARTMENT						216,014		1,535	114,590	20,316	27,212	14,820	176,738	4,500	56,960	238,198	
ALLOWED BY CHIEF ADMINISTRATIVE OFFICER									114,590	20,316	26,000	9,000	169,906	4,682	56,960	231,548	

*P = Painters, F= Foremen Trks.= Trucks

Prepared by: TRAFFIC ENGINEERING DIVISION

3/8

WORK PROGRAM 1962-63

Maintenance of Streetside Plantings (Trees-Shrubs - Groundcovers)

Summary of Required Employments

		O1-Chauffeur		058 - Gardener		C60 - Sub-Foreman	
		Man Days	Man Years	Man Days	Man Years	Man Days	Man Years
A.	Total employments required for maintenance of the streetside plantings existing July 1961	505	2 Plus	5750	25 Minus	885	4 Minus
B.	Total employments required for maintenance of the streetside plantings established after July 1961 and before July 1, 1962	54	1 Minus	159	1 Minus	49	1 Minus
C.	Total employments needed		2 Plus		26 Minus		4
	less present employments		2		24		2
	Additional employment needed		0		2 Minus *(Say 2)		2

Note: (Present personnel includes 2 gardeners in the Bureau of Street Cleaning)

Per Diem Working Days in 1962-63		252
Average days off per man (sick leave, sick pay, jury duty, military leave, funeral)	less	9
Average vacation per man	"	13
	Total	230 Working Days

*Additional Gardeners not required if funds for part time summer help allowed.

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CITY & COUNTY OF SAN FRANCISCO — Bureau of Street Cleaning and Planting — BUDGET EXPLANATIONS — FISCAL YEAR 1961-62

Department, Board or Commission: PUBLIC WORKS — Street Planting Division

CWP Program - Item #3

STREET PLANTING (Item Call A of Street Tree)

	Probable Acceptance Date	Number of Locations	Number of Trees	Landscaped Areas (Sq. Ft.)	Class of Employee	Man Days Required For Replanting & Maintenance: Planting	Relocating	Maintenance	Cl	Total Days C58	C60	Total Man Days All Classes	
Existing Planted Areas (Boulevards, traffic islands, interchanges, small plots and the City planted trees) as of July, 1961		38	6,389	5,775,155 or (132.6 Acres)	Chauffeur Cl Gardener C58 Sub-Foreman Gardener C60	50 250 50	50 100 50	605 3350 775	505	5700	875		Planting includes: Site preparation, soil renewal, staking, tying and watering, hauling.
Total		38	6,389	132.6 Acres		350	200	6330	505	5700	875	7080	
Additional Areas to be Accepted after July 1, 1961 Before July 1, 1962													Replanting and relocating includes: Removal of dead or poor plants, soil renewal, removing paving, pilot tree program, hauling.
Mansell Street San Bruno to University	2-1-62	1	254	133,000	Cl C58 C60		2 10 5	22 64 19	24	76	24		Maintenance includes: watering, spraying, mowing, edging, pruning, fertilizing, weeding, repairing, cultivating, removal of litter, etc.
Geary Expressway Franklin St. to Presidio Ave.	2-1-62	1	158	69,000	C58 C60		5 5	45 5		50	10		
Alemany Blvd. Bay Shore Interchange	3-1-62	1	30	25,000	C58 C60		5 5	40 10		45	15		
Sacramento Street Van Ness Ave. to Presidio Ave.	5-1-62	1	300	-	Cl C58 C60		2 2	30 38 8	30	40	10		
Total		4	742	227,000 or (6.7 Acres)			41	281	54	209	59	350	
Grand Total		42	7,131	139.3 Acres		350	241	6611	559	5909	934	7430	

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